



# Shenker Academy

For Early Childhood Education

## COVID MITIGATION PLAN



## SHENKR ACADEMY

*Disclaimer: This document is intended to meet the expectations established through Emergency Directive 052, they may be updated and repurposed for submission to local health authorities as described inside. Information and guidance contained herein does not constitute medical or legal advice regarding any processes, procedures, guidance, or requirements documented in this Handbook.*

***Revised February 2022***



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## I. Introduction

Dear Shenker Academy Community,

We have re-opened our school back in April 2020 after three weeks of closure. Since then, we have developed a strategic plan to safely return to full in-person operation in 2020-2021 school year based on our many experiences and gained wisdom through the Covid-19 pandemic unique response efforts during the summer camp and before.

Since then, our administration and staff, with the support of governing board listened to the input of students, teachers, families, State and National officials, and worked tirelessly to address the issues and situations which occurred and put together in the school's "Safe Opening Handbook." We intended to mitigate risks as much as is reasonable and is predicated by our community adhering to all SNHD (Southern Nevada Health District) and CDC health guidelines and to the protocols Shenker Academy has practiced in the past two years.

With the constant changes to mask mandates, and the establishment of orderly vaccination policy and practice, we evolved our directives and policies regarding Covid-19 response as well.

This is a living dynamic document, guided by and based on consultation with school administration, teachers, parents, board members, CDC guidelines and state and local guidelines. The document is on our website and below it we posted a summary of actions we have been practicing in recent years, including the latest development following the Omicron variant spread. At any point where a change is made to this handbook, we will notify our employees and our website and notify you through our newsletter. Please look out for any alerts of which you must be aware.

Should you have any questions or need any additional information in regard to this Handbook, please contact our office:

**Phone: 702-255-5437**

**Email: [info@shenkeracademy.com](mailto:info@shenkeracademy.com)**

Thank you,

Dr. Sharon Knafo

**Head of School**

**Shenker Academy**

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## II. Guiding Principles

1. Overall Goal: Shenker Academy’s (“Shenker”) goal is to minimize risk with regard to our students, family and faculty during the COVID-19 pandemic. These guidelines are aimed at working to lower the risk of a COVID-19 resurgence and keep our Shenker community safe and healthy within reason, given the circumstances.

2. Adaptability: Flexibility and change are to be expected. As circumstances evolve, so too will the community’s needs. We commit to maintaining awareness of those needs, and we are willing to work within those needs to maintain everyone’s safety and health.

3. Community: The Shenker community refers only to students and all employees. Other persons who will have access to the building (parents for drop off/pick up, service providers (i.e., A/C Company, electricians) or State and Local government officials (i.e., Department of Education personnel, Department of Health personnel, etc.) are not considered Shenker Academy community and will be supervised by Shenker Academy Administration.

4. Limitation of Exposure: Consider each class as a self-contained pod as much as possible:

a. Classroom pods have been established and as much as is possible, those pods will be disinfected and sanitized regularly per the SNHD guidelines and recommendations.

b. Outdoor activity areas are established for all classes and will be used as much as possible (courtyard, playground).

5. Maintenance of Healthy Habits: Ongoing education and reminders regarding hand-washing and correct mask use will reinforce healthy habits. Masks are not mandatory per last State of Nevada Governor’s directive from 2.10.2022, and will be optional for students, staff, and visitors.

6. Containment of Outbreaks: The guidelines for management of potential and actual Covid-19 exposures or illness are detailed in Section VIII of this handbook. The resources that have been used are included in the reference section at the conclusion of the handbook.



## III. Health and Safety

### a. General Classroom Guidelines

#### i. Handwashing:

Wash in and wash out of every room; soap and water are preferred. Hand sanitizers are provided in each classroom.

#### ii. Masks:

1. Masks are not mandatory per last State of Nevada Governor's directive from 2.10.2022, and will be optional for students, staff, and visitors.

2. Those 2 years of age and under cannot wear masks to avoid potential risk of suffocation. Those who have a mental health condition, medical condition, or disability that prevents them from wearing a face covering should not wear masks. Those who are engaged in strenuous physical activity should not wear masks. Children ages 2 to 9 are not required to wear face coverings; however, while inside the classrooms, if their parents choose to, the teachers should help with mask covering.

Ideally, staff and child/ren will have the choice of wearing different masks and their favorite, well-fitting and comfortable masks can accompany them to school. If there are questions regarding acceptable masks, please direct them to the Shenker Academy Administration.

#### iii. If a child becomes ill during the day with potential COVID-19:

1. The Ill student is taken by the teacher to the Shenker Administration BACK OFFICE. Protocols will be activated.
2. The class may be assigned to a different room into which the class can move.
3. The original room will be cleaned and disinfected prior to the return of students to the classroom after school administration evaluate the severity of the illness.

#### iv. Social Distancing and Use of toys

1. Early Childhood students are not required to physically distance (aka "socially distance"). The teachers will guide and educate the students to avoid touching, and honor personal space.
2. Frequent hand hygiene is practiced and encouraged: At arrival, after recess, before snack and lunch, after napping, after center-based learning.
3. Cloth/felt games or materials are discouraged.



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4. Frequent cleaning of non-cloth materials will limit spread of other infections that could trigger a shutdown.
5. Frequently used toys or mouth toys will be suspended for use and be placed in sanitizing bins outside of the classroom to be sanitized twice a day.

## b. Facilities and Supplies

- i. HVAC, Positive Air Ventilation, and Filtration: All filters in the building HVAC system are to be replaced on a semi-annual basis.
- ii. We are currently exploring new technology to add to our A/C system which promise to mitigate the spread of airborne diseases.
- ii. Cleaning and Sanitation – *Elite Janitorial Cleaning LLC*, our contracted service will be following all CDC COVID-19 cleaning guidelines. Elite Janitorial will also be responsible on disinfecting rooms in case of positive Covid-19 which will be with an addition charge to their annual contract. Elite Janitorial will disinfect rugs nightly, and wash rugs every 30 days and every 90 days per licensing regulations.
- iii. Signage: Signage will be present throughout the building to direct safe physical distancing procedures (specifically during drop-off and pick up. Signage will be posted on entryway to the school which specifies the current directive regarding mask use.
- iv. First Aid & Facilities Protocol: General first aid will be handled in our back office which will also be used as an isolation room for students waiting to be picked up.
- v. Emergency Communication: At the start of the school year, parents will be enrolled in the **SmartCare** program, and may be reached by the school administration at any time using this system, as well as through our **MailChimp** newsletter, email, calls, texts, etc.

## IV. Procedures for Transition Times

### a. Drop Off:

- i. Early care option is offered at 7.00am daily, mostly in the homerooms. Our 3's, 4's and Kindergarten will open their homerooms at 7.30 and 8.00am (earlier than we used to have) to minimize mix of students.
- ii. Drop off will run from 8:30am-9.00am for full and half day children.
- iii. Students Arriving by Car (by parents)



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1. Parents will drop off students at the classroom front door (one at a time) where they will be greeted by faculty and staff for a short drop off.
2. Health screening (mandatory daily to all faculty, staff and students) will take place at drop-off, during center play after drop-off, or at snack time right after center play, as best as we can to prevent congested lines next to each classroom and to help keep social distancing among parents. Once the screening is completed the teachers will report to office any concerns which will be addressed immediately. Time frame for the above is 8.45-9.15am.
3. If the school administration determines, at their sole discretion, that a child cannot come to school, then the child's parent and/or guardian will be required to have the child cleared by the child's pediatrician before they return to school. The child's return can be on the same day, 24 hours after, or as instructed by their medical provider.

## **b. Pick Up:**

1. Early childhood has two main dismissal times, at 12:30pm and at 4:00pm.
2. Parents will first clock out their children on our SmartCare kiosks in the lobby, and then head toward their children's classrooms.
3. Parents should adhere to mask directives by the State of Nevada SNHD and the State Governor. Parents can enter the by the cubbies area, and the teacher will bring the child/ren to the from door to avoid entering the classroom large space.

## **C. Support Services:**

Leaving the classroom for a one-on-one session with academic supports such as speech therapy or occupational therapy is treated as a "clinic visit"- wash in and out (wearing masks is optional). These sessions will take place in the school library space which will be disinfected right after the session by the provider.



## V. Teaching and Learning Safety and Versatility

### a. Self-Contained Classes

i. Each classroom and its team of teachers will, as best as possible, remain as a self-contained pod. Each pod has its own bathrooms to use that will not be used by other classrooms. Classrooms will have systems for social distancing using milk crates, carpet squares, assigned lunch areas, etc.

#### ii. Ancillaries and Recess

1. Recess - will be held outside on two playgrounds and on the courtyard, weather permitting. Recess areas will be disinfected at midday. We are back to multiple classes recess.
2. Music - will be held at the Temple Sanctuary. Regular schedule will be resumed.
3. Art - will be held in the classrooms with the classroom lead and assistant teacher/s.
4. Languages – In the classrooms, regular schedule will be resumed.

### b. Classrooms and Related Procedures

- i. Classroom Cleaning: Classrooms will be thoroughly cleaned according to CDC guidelines every day. Teachers will use the daily disinfectant and sanitizer which will be mixed and ready every morning and every afternoon by maintenance.
- ii. Masks: Mask wearing is optional per the State of Nevada updated directive from 2.10.2022. School will provide masks for guests who forget their masks as needed and requested.
- iii. Water Fountains: Water fountains will be open for use again effective 2.10.2022.
- iv. Cubbies/Lockers: All cubbies will be names clearly to avoid mixing belongings.
- v. All beddings should be taken nightly home for washing. We will not allow use of beddings who stayed overnight in the classrooms.
- vi. Classroom Instruction: When possible, students will utilize outside space for their learning including the courtyard and our gazebo.
- vii. Social distancing of between 3-6ft will be maintained as much as possible within the classroom and on the playground among employees.
- viii. Small Group Instruction: Students will continue to work with





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teachers in small group instruction, maintaining social distancing as much as reasonably possible. Teacher will disinfect the shared table between groups.

ix. Lunch: All students will eat lunch in their classrooms in their designated table. Teachers will use gloves while helping with lunch preparations and serving, and children will wash hand before and after lunch (per SNHD guidance of hand wash). Tables will be disinfected before and after lunch.

x. Recess:

1. Students are not required to wear masks outside. Teachers should follow current mask recommendation (optional as of 2.10.2022)
2. As stated, recess will be one class at a time except the early care (7-8am) and the late aftercare (5.00-6.00pm).
3. Recess structure, bikes, balls will be disinfected daily.

## **c. Virtual Teaching and Learning**

i. Students: In the event of quarantine/closure, Shenker Academy will make a transition to a remote learning for ages 3-5, kindergarten, Shenker Academy will be charging 50% of the tuition stated for these services.

ii. Teachers: Separate employee instruction for Covid-19 quarantine and isolation will be communicated to employees promptly. Per our federal employment directives, employees will be entitled to paid sick days for use when they are covid ill.

## **VI. Parent Events and Communication**

### **a. Parent Events**

i. All parent events will resume for in-person practice:

1. Curriculum nights.
2. Any school program which includes Fall Festival, Holiday celebrations, parades, music show, art exhibition and more will be conducted as before 3/2020. Please follow the guide of our PTO.
3. Parental reading or parental birthday participation is resumed.
4. Parent conferences will be stretched over longer period of time to allow space and time intervals.



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## **b. Mental Health**

- i. Shenker teachers will collaborate with a team comprised of the parents, administration, State Behavioral Health Administration, professional providers, and/or guardians to assess each student's emotional health as needed.
- ii. Shenker teachers will provide in person and virtual tours of classrooms for students and parents and/or guardians, and will post it on the PhotoCircle app.
- iii. Ongoing faculty trainings/workshops will be conducted by Shenker to enhance its teachers' proficiency in evaluating the social/emotional needs of students. Special presentation of Health officials, hospital physicians, and more are planned.

## **VII. COVID-19 Management**

### **a. Mandatory vaccinations for Employees**

Shenker Academy provided support and directions to all employees to receive their proper covid vaccinations. New employees who are not vaccinated get a grace period of 30-60 days to complete the set of two vaccinations (Pfizer, Moderna) or one (J&J). during the grace period, these employees will be tested every Monday morning before admitted to the classrooms. Currently all teachers at Shenker Academy are vaccinated.

### **b. Mandatory Testing for New/Returning Employees**

Shenker Academy will follow CDC recommendations regarding testing of employees or students. If a student or a staff member exhibit covid related symptoms, Shenker Academy will require the individual to be tested prior to be re-admitted to the school. Positive results will result with recommended isolation period for the individual, and masking employees and students who came in contact with the individual 48 hours prior to the appearance of symptoms, and per CDC and SNHD current guidelines.

### **c. Before Someone Becomes Ill**

- i. Administration, staff, teachers and families are now familiar with Covid-19 symptoms and should not come to school if there is



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any concern that they are ill. To maintain our healthy community, school administration must be contacted if they or anyone in their household have COVID-19 symptoms, are diagnosed with COVID-19, are waiting for test results or have been or potentially been exposed to someone with symptoms or someone who is potentially ill or has been exposed. If the Shenker Administration determines that a community member has a Positive Covid results, the Academy will then report to the parents in the classroom, and follow recommended isolation, quarantine, and return guidelines.

1. Symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea

2. If the parent, staff or faculty is unsure if they have had an exposure, the Shenker Administration can be contacted and provide guidance as to whether consultation with the private physician is indicated per Southern Nevada Health District guidelines.

Main Contact Information:

[info@shenkeracademy.com](mailto:info@shenkeracademy.com) @ 702-255-5437

[execadmin@shenkeracademy.com](mailto:execadmin@shenkeracademy.com) @ 702-255-5437

## **c. Special Guidance to Employees**

It is imperative that each employee will be adhering to health recommendations in and out of school. Employees are working with colleagues, children and families, and they should avoid populated places, gatherings, and keep social distancing as much as possible. Being responsible on evenings and weekends will be a key to stay healthy and have a successful year. As a school, we cannot reinforce social distancing and health recommendations over evenings and weekends or, however, we reserve the right to deny employment from employees who may exhibit irresponsible behaviors and may pose risk to the children, families, and other employees. This was communicated numerous times to all employees and is currently enforced.

## **d. When Someone Becomes Ill**

i. In the case of a student, staff or faculty who becomes ill during the school day, an isolation room has been set up in the back office



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until they can be safely transported home. Parents must pick up ill children promptly. In the event of an emergency, school administration will use their judgment to arrange appropriate transportation to the Summerlin hospital or call 911. The Shenker Administration will assess the situation and will determine whether siblings or family members should be dismissed from school at the same time based on SNHD guidelines and consultation.

ii. Shenker policies and procedures must be followed to allow safe return to school:

1. The first step relies on each student's medical provider to determine whether the individual has a positive COVID-19.
2. The Shenker Administration will confirm that the management plan of the provider is consistent with SNHD guidelines before the individual returns to school.
3. In accordance with state and local laws, the school will notify health officials (SNHD, State Licensing Unit, State Epidemiologist), staff and families of cases of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act ("ADA") and the Privacy Rule of Health Insurance Portability and Accountability Act ("HIPAA"). advise those who had or have close contact with a person with COVID-19 to stay home, self-monitor for symptoms and follow CDC guidance if symptoms develop.

iii. Shenker Academy will then follow the next protocol:

1. *Verify and confirm positive case.*
2. *Informing all parents of children & employees who were exposed to the positive case about the exposure.*
3. *Guiding families and employees for next steps: Isolation, quarantine.*
4. **Report the case to health and State authorities: OPHIE, SNHD, Licensing**
5. *Disinfect the area/classroom (professionally done by Elite Janitorial Cleaning Services) Call Elite Janitorial 702-349-4956*
6. *Monitoring the children, employees, and communicate with homes during quarantine time*
7. *Prepare to accept students and employees back with proper clearance, negative tests, and as instructed by the SNHD last guidelines*
8. *Open the classroom to a full operation*



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#### iv. Masking in the event of a spread

In the event of an outbreak in a specific classroom/school, school will consult with the SNHD and health authorities in Nevada and may reinstate face coverings. Shenker Academy will follow the recommended isolation and quarantine periods. (Shenker Academy will recommend masking after the returning of an individual from five days of isolation or quarantine after being positive or exposed. This will be done with consulting the SNHD authorities to avoid conflict with any face coverings requirements established by the State of Nevada or health authorities.

## **VIII. Appendices:**

- a. COVID-19 returning students waiver
- b. COVID-19 returning employee waiver
- c. CDC and State of Nevada Links and guidelines



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## COVID-19 Re-Enrollment Waiver

Shenker Academy has put preventative measures in place to help prevent the spread of Coronavirus disease 2019 (COVID-19). However, by entering this facility you could increase your risk and that of your child of contracting COVID-19. \_\_\_\_\_(initial)

By signing below and by entering this facility, you are voluntarily assuming all risks associated with contracting COVID-19, and you agree that you will not hold Shenker Academy or Temple Sinai Las Vegas, Inc, or any of their employees or agents liable for any resulting illness or injury, and to indemnify and hold harmless Shenker Academy from any claims arising from your alleged exposure to Coronavirus from Shenker Academy. \_\_\_\_\_(initial)

By signing below, you are further verifying that neither you nor anyone in your household (including the child) have been in contact with any person suspected to have, or diagnosed with COVID-19, or have had a fever in the last two weeks. \_\_\_\_\_(initial)

You further agree to immediately notify the Shenker Academy if you learn that you have been exposed to the COVID-19 or someone diagnosed with, treating for, or who has been exposed to the COVID-19. \_\_\_\_\_(initial)

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Name of Student/s: \_\_\_\_\_

Your Relationship to Student/s: \_\_\_\_\_



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## COVID-19 Employment Waiver

Shenker Academy has put preventative measures in place to help prevent the spread of Coronavirus disease 2019 (COVID-19). However, by entering this facility you could increase your risk and that of your child of contracting COVID-19. \_\_\_\_\_(initial)

By signing below and by entering this facility, you are voluntarily assuming all risks associated with contracting COVID-19, and you agree that you will not hold Shenker Academy or Temple Sinai Las Vegas, Inc, or any of their employees or agents liable for any resulting illness or injury, and to indemnify and hold harmless Shenker Academy from any claims arising from your alleged exposure to Coronavirus from Shenker Academy. \_\_\_\_\_(initial)

By signing below, you are further verifying that neither you nor anyone in your household (including the child) have been in contact with any person suspected to have, or diagnosed with COVID-19, or have had a fever in the last two weeks. \_\_\_\_\_(initial)

You further agree to immediately notify the Shenker Academy if you learn that you have been exposed to the COVID-19 or someone diagnosed with, treating for, or who has been exposed to the COVID-19. \_\_\_\_\_(initial)

You agree to receive the Covid vaccination recommended by the CDC and the SNHD. \_\_\_\_\_(initial)

Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_



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## **CDC and the state of Nevada guidelines and recommendation**

<https://covid.southernnevadahealthdistrict.org/>

[https://www.cdc.gov/coronavirus/2019-ncov/index.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2Findex.html](https://www.cdc.gov/coronavirus/2019-ncov/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2Findex.html)

<https://nvhealthresponse.nv.gov/state-information/governor-directives-and-declarations/>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>