

Lakeside School at Black Kettle Farm

COVID-19 Protocol

Updated August 31, 2021

Disclaimer: Although this plan has been through rounds of planning, discussion and vetting from the Board, Parent Action Council (PAC), and Faculty, it is ever evolving as the research community discovers new information. Please feel free to share thoughts with any or all members of Lakeside's Health and Safety Committee: [Maeve Taylor](#), [Rachel Dowty Beech](#), [Noah Weber](#), [Dana Taussig](#), or [Laura Mulvey](#).

The Lakeside School and its mission has always been rooted in the growth of children within a community made up of the people, places, and nature that surrounds us. Like many others throughout the world, our access to friends, family and beloved spaces has been challenged by the pandemic, and may continue to be challenged in varying degrees during the coming year. We believe that Lakeside School will continue to stay open as long as we as a community are able and willing to take the needed steps to continue to keep our families safe.

The following document has been a collaborative effort from all members of the Lakeside faculty, board and parent council. It attempts to create a coherent set of guidelines for the safe programs at Lakeside. These guidelines are based on current science, data, New York State Department of Health (NYS DoH), New York State Education Department, and the Essex County Department of Health, with input from the Lakeside community to ensure that our programs can work within this guidance. We recognize that these policies may need to be adjusted as new information becomes known, and as we receive needed feedback from the Lakeside community.

In fact, many of these policies were first developed for the day-care program in Summer 2020. Over the course of that summer, families in the Sprouts and Forest Adventure programs were guided by the summer policies and procedures. We found that despite the masks, temperature checks, and frequent hand washings that the essence of joy was still paramount in our programs. Our mission for our children's education experience is still the same - to cultivate the whole child in an evolving ecosystem of independent thinking, community spirit, and stewardship of our natural world. We will hold this mission to our hearts as we adapt to the actions we need to take to keep our community safe. The

following document has been updated as we learned more from NYS, CDC, parents, and faculty.

Throughout our upcoming programs, we will try to maintain the essential rhythms and mission of Lakeside, and while many aspects of school will be the same, some practices will be challenging to our normal, pre-COVID routines. These challenges may dissipate over time and the strength of the rhythm will provide benefits that will overshadow any inconveniences and keep a sense of comfort and security even when changes to protocol occur.

The following steps and procedures below were based on guidance from the [Centers for Disease Control](#), [New York Department of Health](#), [the New York State Education Department](#), [the New York Division of Childcare Services](#), [the Essex County Department of Health](#), <https://coronavirus.health.ny.gov/covid-19-travel-advisory> and the [American Academy of Pediatrics](#). The procedures have been continuously updated and will be updated as the science informs new guidance.

For the purposes of this document, “fully vaccinated” is defined as 2+ weeks following the Johnson & Johnson or second dose of Pfizer and Moderna vaccines.

We realize that some of these steps may feel like additional tasks or restrictions, however this is a prime example of how an ounce of prevention is worth a pound of cure. Except, in this case, we are asking everyone for a pound of prevention to make a ton of cure unnecessary. We are literally all in this together, and we are strengthened by the commitment of the community to follow these guidelines in order to keep all of us safe, and to keep the school open. If you have questions or concerns about these policies, please reach out to school leadership for further clarification.

I. **General COVID Facilities Procedures for 2021-2022**

A. Facilities Upgrades for COVID

1. A handwashing sink was added to the Sprouts play room.
2. The Grades Cottage contains an IQ Air Multi-Gas Air Filtration System to filter micron-sized particles in the air.
3. The Sprouts and Kindergarten rooms each contain HEPA air filtration systems.
4. An open-air outdoor pavilion (20'x30') was erected in the Grades play-yard.
5. The Barn is available as a large, well-ventilated play space.

B. Cleaning Spaces

1. Lakeside will wash with soap and water then spray with a bleach or hydrogen peroxide solution to disinfect all indoor spaces.
2. Lakeside staff will then wipe down all high-touch surfaces with CDC approved cleaning agents, concentrating on doorknobs/handles, light switches, table surfaces, diaper-changing tables, toilets and flushers, all sinks and faucets.
3. We will utilize the triple sink in the kitchen to sanitize the toys with food grade sanitizer.

C. Water System Purification - Lakeside School's licensed Water Control Operator will continue to oversee the testing of the water and perform any necessary remediation prior to students or staff's return to school.

D. Staff

1. Staff who are immunocompromised, have [pertinent underlying medical](#) conditions (heart disease, diabetes, lung disease, HIV, etc.) or are at high risk of contracting COVID (age 65 and older) are asked to continue to work remotely or work at times when students aren't on site if they have not received a full round of state-approved COVID-19 vaccine.
2. Staff will be asked to perform a 14-day prescreening [procedure](#) that includes daily tracking/recording of symptoms.
3. In the case that NYS reissues mandatory quarantine orders for persons who [travel to states](#) deemed to be high risk, Lakeside will send out notices of such mandates throughout the school year. The website below has been used in the past and may be used again to post travel advisories and mandates. <https://coronavirus.health.ny.gov/covid-19-travel-advisory>
4. In addition to the regular faculty, Lakeside will have substitutes to work with the program in case the regular faculty are unable to do so. These substitutes will follow a daily prescreening procedure on days they are asked to substitute.
5. Lakeside has hired additional staff to perform daily cleaning and disinfection procedures prior to the start of the school day.

E. Families of Students

1. Families will be asked to perform a 14-day prescreening [procedure](#) that includes checks and tracking/recording of symptoms for all household members.

2. Families will review any potential exposure or risk of exposure up to 14 days prior to starting the program.
3. In the case that NYS reissues mandatory quarantine orders for persons who [travel to states](#) deemed to be high risk, Lakeside will send out notices of such mandates throughout the school year. The website below has been used in the past and may be used again to post travel advisories and mandates. <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

II. Daily Procedures

A. Morning Cleaning

Throughout all [cleaning and sanitizing processes](#), Lakeside staff will not use chemicals around children at all, except for sanitizing tables before meals and toilets after use in order to provide ample time to keep the developing body systems of young children free from these substances.

Prior to student arrival, Lakeside cleaning staff will wipe down all high-touch surfaces with gloves and CDC approved cleaning agents, concentrating on doorknobs/handles, light switches, table surfaces, diaper-changing table, play structures, toilet and flusher, all sinks and faucets.

Staff will wash hands for 20+ seconds after each cleaning.

B. Family's Responsibility

If you suspect that your child and/or a household member has [COVID-19 or has been directly exposed to Covid-19](#) please contact your health care provider and the school administrator. If your child(ren) is/are not feeling well, do not send him/her/them to school. If your child begins to feel unwell during the school day, Lakeside School faculty and/or staff will contact you. It is each family's responsibility to immediately pick up children who are not feeling well when contacted by Lakeside faculty and staff.

Follow CDC guidelines on handwashing and social distancing. At least one emergency contact person must be reachable and available to respond at all hours when their child is at Lakeside School.

A. Cloth Face Coverings

1. Staff - All staff must wear [cloth face coverings](#) that meet CDC [standards](#) while they are inside any building at Lakeside. Masks must be valve-less. According to New York State Department of Health Guidelines (issued in April but

re-issued with state school reopening guidelines): Face coverings include, but are not limited to, “two or more layers of washable, breathable fabric, completely cover you nose and mouth, fit snugly on the sides of your face and don’t have gaps, have a nose wire to prevent air from leaking of the top of the mask.” Please visit the Centers for Disease Control and Prevention’s “Coronavirus Disease 2019 (COVID-19)” website for information on cloth face covers and other types of personal protective equipment (PPE), as well as instructions on use and cleaning.

2. Parents/Guardians - All adults, regardless of vaccination status, must wear face coverings both outside on school grounds and inside all buildings at Lakeside.
3. Lakeside has a variety of masks available, free of charge, to faculty and students. Each person may choose the mask that best suits his/her/their individual preferences.
4. Staff should bring multiple masks for the day and continue to wear masks except in the following circumstances: Staff may remove masks if taking part in outdoor activities and meal times that allow physical distance and the mask will be replaced as needed inside any building/structure at Lakeside. Cloth face coverings should be washed every night.
5. Sprouts will not be required to wear masks and children under 2 years old are not permitted to wear masks. All students in KG and Grades programs are required to wear masks while at school, whether inside or outside. Teachers may use their discretion to allow students to take mask breaks such as under the following conditions and others as they arise during the school day:
 - Outdoors where at least 3 feet of distancing can be maintained between people.
 - Outdoors when weather conditions dictate adapting mask standards to ensure student safety (e.g. extreme heat, extreme cold and wet conditions, physical exertion).
 - Children will not wear masks during nap time when physically spaced (3 feet or more).

C. Drop-off

1. [Signs](#) are posted inside and outside of buildings to remind the Lakeside community of required COVID-19 guidelines for hygiene, distancing, and masking.
2. Families should check in with each individual program (Sprouts on Sprouts front porch, Kindergarten at KG entrance porch, Grades at Outdoor Classroom). Parents will

- be asked to drop off their child outside and discouraged from entering the school buildings.
3. Drop-Off will be between 8:15 A.M. and 8:30 A.M. for Grades.
 4. Drop-Off will be between 8:15 A.M. and 8:45 A.M. for Sprouts and KG.
 5. Ideally, the person who drops off each child will be the same person who picks up the child.
 6. While still at your vehicle, please apply sun lotion and bug spray, don masks for parents and children, and make sure that your child has their snack and lunch and everything packed and labeled in their backpack and ready for their day at Lakeside.
 7. As weather dictates, Grades students will be dropped off at the Outdoor Classroom (typically) or the Grades Cottage using the North Gate. If being received at the Grades Cottage (such as in winter weather), students may enter the North gate, maintaining at least 3-feet of social distance from others.
 8. KG will enter the West Gate on Leaning Road and check in at the KG entrance porch.
 9. Sprouts will enter the West Gate on Leaning Road and check in on the Sprouts front porch then, as weather dictates, be brought into the play yard by their parents. Sprouts parents will drop off diaper bags on the Sprouts porch. Then parents will bring the Sprout to the handwashing sink in the play yard and help them wash their hands. The parent will then bring the Sprout over to the Sprouts teachers and other children to have the check in. Parents must wear masks during this time, regardless of vaccination status, and maintain a 3 foot distance except at child "hand-off."
 10. An online health screening form will be sent to all Lakeside families that must be filled out online each school day morning. Upon arrival at Lakeside, a visual scan for signs of infection (flushed cheeks, fatigue, extreme fussiness) and a few questions for the parent/guardian responsible for each child if the online form has not yet been filled out for that day. The screening questions may include, but may not be limited to: (1) Have they (student) been in contact with a person who has COVID-19? (2) Do they (student) feel unwell with any of the following symptoms: cough, congestion, high temperature, shortness of breath, difficulty breathing, chills,

repeated shaking with chills, muscle pain, stomach pain, headache, sore throat or new loss of taste or smell?

11. Children will wash hands immediately upon entering.
12. Sprouts will use the sink under the porch in the play yard.
13. KG will wash hands in KG bathroom area. They will be assisted by Lakeside faculty.
14. Grades will use either the Grades Cottage or hand sanitizer.

D. Adjustments to Daily Procedures: **Sprouts**

1. Every effort will be made to maximize time spent outdoors.
2. An outside diapering station is located on the porch.
3. Staff will place any toys that have been mouthed in a separate container (yucky bucket) for cleaning so that no other child uses the same toy.
4. The picnic table will be cleaned and disinfected with food grade sanitizer before and after each meal/snack.
5. Lakeside will provide lunch and snack. These will be prepared in the kitchen according to DoH protocols and served individually to children.
6. Hand Washing
 - i. Caregivers must thoroughly wash their hands with soap and running water for at least 20 seconds at the beginning of each day, when they are dirty, after toileting or assisting children with toileting, after changing a diaper, before and after food handling or eating, after contact with any bodily secretion or fluid, and after coming in from outdoors.
 - ii. Caregivers must ensure that children thoroughly wash their hands or assist children with thoroughly washing their hands with soap and running water for at least 20 seconds when they are dirty, after toileting, before and after food handling or eating, after contact with any bodily secretion or fluid, and after coming in from outdoors.
7. Soft toys that are difficult to wash will be removed. Upholstered chairs and furniture will either be removed or have removable, washable coverings.
8. Parents/Guardians - All adults must wear face coverings inside buildings and on Lakeside grounds during pick-up and drop-off.

- a. Children will be assigned to developmentally appropriate napping space to ensure that bedding is not shared. A couple of Pack and Plays will be used.
 - b. Older Sprouts may nap outside when possible, using mosquito net tents or hammocks when weather permits.
 - c. Sheets and foam pads will be used instead of sheepskin mats.
 - 9. Inclement Weather Plans
 - a. Separate Sprouts into separate spaces (youngest Sprouts in Sprouts resting room with potty capabilities, Older Sprouts in East Sprouts room with beds safely away and toys stored to take out/move).
- E. General Operating Procedures: **Kindergarten**
1. Every effort will be made to maximize time spent outdoors.
 2. Groups will have a maximum ratio of eight children to one staff.
 3. Students should bring
 - a. Water Bottle
 - b. A change of clothes
 - c. An extra mask
 4. Two large dromedaries of drinking/hand washing water will travel with the students and teachers.
 - a. Children will need to bring their own water bottle labeled clearly with their name. Refills will be available.
 5. There will be pit toilets with toilet seats (like the one at Outpost) at 3 sites to ensure that children have a place to bathroom when needed every day. A hand-washing station will be provided.
 6. Children and staff will wash their hands or use sanitizer for 20+ seconds...
 - a. Upon arrival at forest adventures
 - b. Before and after any meal
 - c. After any bathroom use
 - d. After sneezing or coughing into their hands, or touching secretions.
 - e. Before and after tool use
 - f. Prior to going home
 7. Each child will have their own foam pad with an identifying symbol for snack times.

- a. Snacks will be prepared according to DoH protocols and served individually to children.
 - b. Teachers will work to space the children apart but please be aware these are young children just learning to explore their bodies and the bodies around them, and we do want to ensure that our programs are not hindering development and fun!
8. Tools that are plentiful enough will be individually assigned (shovels), and the others will be sanitized between uses.
 9. Inclement Weather Planning
 - a. The kindergarten classroom enables students to be grouped into an upstairs section of the classroom and a downstairs section of the classroom to facilitate better distancing.
 - b. The exterior door will remain open when weather permits and in winter months the windows will be left ajar to improve circulation, in addition to classroom HEPA filters.

F. General Operating Procedures: **Grades**

1. The ratio of the Grades program will remain 12 students to 1 teacher.
2. Instruction will be conducted outside, including the Outdoor Classroom, as much as possible.
3. When learning outdoors, the Grades students will continue to use their cottage bathroom for toileting and hand washing.
4. When weather is too cold to do academic work outdoors, the Grades class will work in the cottage where an IQ Air MultiGas air filtration system ventilates the classroom and windows will be opened to increase air flow through the building.
5. For indoor work, the students can work spread out in both the resting loft and the main floor of the classroom.
6. Singing will be conducted outdoors with proper social distancing.

G. Sprouts Pick-Up (2:00-2:15 P.M.)

Sprouts parents will pick up their Sprout on the Sprouts porch, waiting outside the door and maintaining distance between parents (and wearing masks.) Sprouts teachers will bring each Sprout out the door with their diaper bag to the parent and have a brief check in. Parents who have children in both the Sprouts and Kindergarten

or Elementary programs will pick up their Sprout first, and will then go to pick up their older child.

H. Kindergarten Pick-Up (2:00-2:15 P.M.)

Parents will wait outside the Kindergarten door for children to come out with their belongings. Parents should maintain a 3 foot distance and wear masks.

I. Grades Pick-Up (2:00-2:15 P.M.)

Parents will wait outside the play yard gate for their Elementary students to come out with their belongings. Parents should maintain a 3 foot distance and wear masks.

J. AfterCare Pick-Up (Before 5P.M.)

Because parents arrive at different times, they will need to come into the play yard enough so that the teacher sees that they have arrived, but then remain masked and waiting at a more than 3 foot distance from any other family for the teacher to bring their children and their belongings to them.

K. End of day Cleaning

- Floors will be swept or vacuumed.
- Lakeside staff will clean the kitchen each day it is utilized.
- Staff will wash hands for 20+ seconds after each cleaning.
- All toys and tools that have been used will be sanitized.
- All bedding materials will be washed daily.

III. Policies for Suspected COVID-19 Related Illness

- A. A student may not attend Lakeside if they or a household member shows COVID-19 symptoms (temperature above 100.0 F; cough or shortness of breath; runny nose/congestion, sore throat; chills, headache, muscle pain, nausea, vomiting, or diarrhea; or sudden loss of taste or smell) which causes them to suspect exposure to COVID-19, or other unspecified symptom(s) that causes them to suspect an illness. If a child is sent home with symptoms according to this protocol, any other members of that household that attend Lakeside must also not attend Lakeside school until a negative COVID test result is received or their healthcare provider attests in writing that the symptoms are not COVID-19 related. If an alternative diagnosis is received Lakeside School must receive a note from the healthcare practitioner documenting the diagnosis and the student (and other family members) may return if in line with our normal sickness policy and if there is no known contact with a COVID positive case. If the healthcare practitioner determines a COVID-19 test is necessary then the individual (and family members) must quarantine while waiting for test results.

- B. In order for a child to return to school after they or a member of their household shows signs or symptoms of COVID-19 the following conditions must be met:
1. 72 hours must pass after the fever has subsided (without use of fever-reducing medications)
 2. AND other symptoms have improved
 3. OR a negative COVID-19 test is received and the individual has been fever free for 24 hours without fever-reducing medication
 4. AND at least 10 days have passed since symptoms first appeared (unless the illness is confirmed to be non-covid by a physician OR a negative COVID test.)
- C. If a child begins to exhibit symptoms, such as those stated above, while at Lakeside, parents/guardians will be contacted immediately so that they can pick the child up as soon as possible. The child will be moved to a location separate from other children. If a child is exhibiting symptoms and is not picked up in a timely manner such that the faculty member overseeing the child's program suspects others may have been exposed to COVID-19, the faculty member may use his/her discretion to quarantine for two weeks (ten school days) and shift the program to distance learning during that time.
1. Care providers who are in contact with the child can protect themselves by wearing a long-sleeve button-down shirt, and wearing long hair up and away from the collar.
 2. Providers should change their clothes if there are secretions on them.
 3. Staff should wash their hands, neck, and anywhere touched be the child's secretions.
 4. Staff should change the child's clothes if secretions are present, including drool.
 5. Contaminated clothes should be placed in a plastic bag and tied off. This bag should be placed in a second bag that is also tied.
 6. Any toys/tools/bedding touched by the child will be removed for cleaning immediately.
- D. If a staff member/parent/guardian/household member or child is identified as a close contact to someone who tests positive for COVID-19, they should stay home and self-quarantine. This does not include healthcare workers who are properly using PPE.
- E. When Lakeside is informed that a child, staff member, or member of either of their households is receiving a COVID test due to the presence of

symptoms, Lakeside reserves the right to consult with the Essex County Department of Health to receive guidance on next steps if circumstances suggest ambiguity that needs clarification.

If COVID-19 is confirmed in a staff member, child, or member of either of their households, Lakeside will:

1. Close off all areas used by that person
2. Open external doors and windows to increase circulation
3. Wait 24 hours in order to allow any potential droplets to settle and then clean and disinfect any areas used by the person. (If Lakeside is informed of a positive test more than 7 days after the person was last on site, no further cleaning is needed, aside from routine work.)
4. Lakeside will contact the Essex County Department of Health to receive guidance on next steps.
5. Lakeside will communicate those steps to the school community as soon as possible.

IV. At-School COVID Testing – TBA

Lakeside School is working with the Essex County Health Department (ECHD) to arrange for COVID testing availability at Lakeside this year. As these arrangements are made, announcements will be sent out to Lakeside families and this section will be updated.

V. Quarantine Order Policies for Lakeside Households

This section applies to Lakeside families who have a household member who is sent an official quarantine order from the Essex County Department of Health. The Essex County Department of Health experiences lag times in contact tracing and sending quarantine order notifications. If you suspect you have been exposed, please take all precautions to protect our community by assuming you are in quarantine until you receive confirmation by the Essex County Health Department. If you have any questions or concerns, please contact a member of the Lakeside Health and Safety Committee, listed at the beginning of this document.

A. Official quarantine orders include detailed instructions about limiting movements and contacts, not only outside the household, but also inside the household. These include, but are not limited to:

1. Stay home except to get medical care.
2. Separate yourself from other people (including inside the home, in another room and/or 6 feet from others).

3. Wear a face mask (including inside the home).
4. Do not share personal items within the household.
5. Clean all “high touch” surfaces everyday.

If you attest, in writing, to Lakeside School, that you and your household members are able to comply with all the mandated guidelines sent to you by the Department of Health, AND the quarantined household member receives a negative COVID test result, the Lakeside student(s) may return to school before the other household member’s full quarantine order expires.

B. Lakeside recognizes that the restrictions mandated in the Department of Health’s quarantine orders may be difficult in some living arrangements (such as in small homes where it is difficult to remain 6 feet apart, or in the case of households with a single parent and a small child). Therefore, if you cannot attest that your household can follow all of the mandated behavioral guidelines contained in the official quarantine order, the Lakeside student must wait to return to in-person learning at Lakeside until:

1. The household member’s full quarantine has expired, AND
2. Either the household member under quarantine OR the Lakeside student(s) get(s) tested for COVID at the end of the mandated quarantine period and receives a negative test result.

VI. County COVID Transmission Rates

Lakeside School encourages all families to keep up-to-date with the color designation correlating with the COVID transmission rate in our county, counties to which members of your household travel, and from which visitors you welcome into your household live. You can see these rates at both the sites below:

<https://covid.cdc.gov/covid-data-tracker/#county-view>

or

<https://forward.ny.gov/percentage-positive-results-county-dashboard>

Please make every effort to keep our school community free from infection by keeping vigilant and informed.

VII. Social/Emotional Well Being

Social emotional well-being is already an essential component of the Lakeside School curriculum. Traditionally, our classes are taught with care and attention to individual emotional growth. Our teachers strive to teach our students compassion, communication, and cooperation with all of our activities and lessons. Our greatest goal at Lakeside School is taking care of each other. With the impact that Covid-19 has had on all of our families, we expect that returning to school will bring both emotional joys

and challenges, for students, faculty/staff, and parents. We plan to implement the following tools to best care for our whole community in the year ahead:

- Faculty will keep close watch on each student as they begin the school year, and will track their emotional behavior as the school year progresses.
- Faculty will communicate weekly with the parents of their students to monitor changes in behavior and conversations based around emotional needs.
- If faculty and/or parents notice any difficulties or needs for a student, they will confer with our volunteer child psychologist who is available for consultation to faculty and families for short term treatment and assessment.
- Our volunteer psychologist will offer professional development opportunities for faculty and staff on how to developing coping and resilience skills for students, faculty, and staff.
- We will strive to deepen faculty/staff understanding of mental health, well-being, trauma-responsive and restorative practices, and SEL through professional learning, and work collaboratively with staff, students, and families to strengthen partnerships and plans for implementation.
- We also will communicate social emotional well-being and learning as a priority at Lakeside School and will engage members of the school community in implementation efforts.
- Lakeside School will continue to use restorative practices to build community and meaningful relationships, develop shared values, help students better understand their behavior, how it impacts themselves and others, and ultimately to use that self- and social awareness to repair damage caused to relationships as a result of inappropriate behavior. Our school's greatest strength comes from our strong commitment to community and caring for each other. These restorative practices are used daily throughout all of our classes and curriculum.
- The emotional well-being of our Faculty and staff is of paramount importance to the success of our school and the health of our students. Lakeside School has a close faculty that meets weekly, not only to plan but to support each other in our emotional well-being. We plan to offer ample time to discuss and support each other before school starts (and have continued to support each other on-line through the NY Pause) and to continue to provide these opportunities to support each other throughout the school year. We also plan to seek training in these efforts from local and regional experts and trainings.

VII. Distance Learning Preparation

The idea of Distance Learning is a consideration introduced by the COVID-19 pandemic and was not something we planned on last spring. After listening to parent and staff concerns and ideas, we hope to offer programs that ensure the safety of students and the greater community while simultaneously enriching the learning experience for students wherever they are. Thus, within our contingency modes, we will have Distance Learning as needed, with program specific considerations. These modes would be

considered in cases of state-mandated closure of schools, community outbreaks (of greater than 5% transmission on average over a 14 day period) of COVID-19, or other pandemic-related events which suggest that operating on-campus would not be safe.