

## Confirmed Case of COVID-19

Updated July 2020

In the unfortunate event that there is a confirmed case of COVID-19 amongst our Early Learning Village (ELV) family, the following steps will be taken:

- The parent (or staff member, if he or she is the affected party) notifies the Director of ELV as soon as a diagnosis is received.
- The Director notifies her supervisor and the Safety Team at Village Church of Gurnee
- The Director notifies all staff of Early Learning Village via email and phone.
- The Director notifies all families in the class that is affected via email. The name of the individual will not be disclosed. The class that is affected will be closed for 6 school days (or 14 days total) from the last day of exposure, and students and staff in that classroom are asked to quarantine during that time period. Siblings (who attend ELV) of the affected classroom are also asked to quarantine.
- The Director notifies all ELV families that there is a confirmed case of COVID-19 at ELV. Because classes will not share space, other classes will remain open.
- The Director will work with the Safety Team to ensure the affected classroom, toys, and manipulatives are properly cleaned and disinfected.

**The student or staff member who tested positive must submit a doctor's note or a negative COVID-19 test to the Director of ELV before returning to school.**

**Other children or staff who are asked to quarantine may return to ELV after 6 class periods (or 14 days total), as long as they are symptom-free.**

### Note

\*Tuition for any family that is asked to quarantine will be applied to the next month's bill.

\*If there is a suspected or confirmed case of COVID-19 in the family of an ELV staff or student, we request that staff or student also quarantine for 14 days.