

<p>Building Protection and Preparedness</p>	<p>Building access is permitted to staff, children, and emergency personnel only. Adults are required to wear cloth face masks (at all times) while in common areas such as the lunch room, playground, classrooms, multi-purpose room, snack room, and/or the music room. Parents, guardians, and visitors will need to wait outside behind the awning unless an emergency situation arises where their child's health is at risk..</p> <ul style="list-style-type: none"> ● Same person drop-off/pick-up is encouraged ● A sanitizing station is located outside ● Children are screened prior to entering the building ● Classrooms have staggered times for parent drop-off
<p>Drop-off Procedure</p>	<p>Parents will park their car and support their child through the drop-off procedure as outlined below. Signs will be used to encourage adults to wear cloth face masks while waiting to check their child in. A check-in station will be implemented with a physical barrier.</p> <ul style="list-style-type: none"> ● Parent/guardian will use hand sanitizer ● Parent/guardian will support the child to use hand sanitizer ● A visual inspection of the child will be made for signs of illness such as flushed cheeks, rapid breathing, difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. ● The staff member will wear disposable gloves and if no contact is made with the child and a non-temporal thermometer is used, the staff member will not need to change gloves in between each screening. ● The child's temperature will be taken by the staff member who will reach around the partition, keeping his/her face behind the barrier at all times. If the child's temperature reads 100.4 or more, the child will be sent home. ● The thermometer will be wiped clean with an alcohol wipe in between each child. The same wipe may be used as long as the wipe remains wet. ● Parents/guardians will not be permitted into the building unless an emergency situation arises and their child's health is at risk ● The child will carry his/her personal belongings if possible ● The child will be escorted to his/her classroom by a staff member ● Once the child enters the building, he/she will be directed to wash his/her hands with soap and water in the classroom ● If a child is being dropped off between 7:30 - 8:15, the back-up assistant teacher will escort/support drop-off
<p>Dismissal/Pick Up Procedure</p>	<p>Children will gather their personal belongings and wash their hands with soap and water in the classroom prior to exiting the room. Social distancing measures will be implemented as much as possible when transitioning from the classroom to the front entrance.</p> <ul style="list-style-type: none"> ● Children who attend the after school program will be dismissed from

	<p>the classroom first. When they enter the after school program, they will hang their belongings on a rack assigned to their homeroom.</p> <ul style="list-style-type: none"> ● Classrooms will stagger dismissal times ● Children will remain in the classroom until their parent/guardian is in the parking lot; children will not congregate in the entryway. ● Staff will signal parent arrival using the walkie talkies. ● Parents/guardians will hold a sign in their car window as they drive into the circle drive to communicate they are picking up their child. The parent/guardian may stay next to their car or park their car and walk to the front entrance, but will be advised to practice social distancing measures. Parents may not enter the building unless an emergency situation arises and their child's health is at risk. ● Teachers will walk the child to the front door, and make contact with the parent/guardian for no longer than 10-15 seconds to ensure a rapid pickup.
<p>Preparedness and Protection for Staff</p>	<ul style="list-style-type: none"> ● Wash hands often with soap and water for at least 20 seconds, especially after being in a public place, sneezing, coughing, or wiping the nose. ● If soap and water are not readily available, use hand sanitizer with at least 60% alcohol. ● Avoid touching the face - specifically the eyes, nose, and/or mouth with unwashed hands. ● Maintain distance from others as much as possible. ● Wear a cloth covering over your nose and mouth. ● Wipe down any dirty surface with soap and water prior to sanitizing ● Sanitize all surfaces as frequently as possible - this includes sinks, faucets, handles, tables, doorknobs, light switches, chairs, countertops, bookshelves, learning materials ● Use gloves when sanitizing objects and surfaces ● Wear gloves when supporting a child who may be secreting bodily fluids ● Wear gloves when applying medicines, sunscreens, or lotions (Universal Precautions and First Aid) ● Staff with underlying medical conditions (e.g., asthma, compromised immune system, etc) will have an emergency plan on file. <ul style="list-style-type: none"> ○ What are the employee's typical symptoms of his/her underlying medical condition(s)? ○ Has the employee been admitted to the hospital for the underlying medical condition(s)? ○ How often has the employee been admitted to the hospital? ○ If a colleague or child is presumed ill and was in contact with the employee, the employee will be sent home for 2-5 days ○ If the employee is presumed ill, the employee will be directed to the isolation area (see the procedure below) and/or excused from work.

<p>Preparedness and Protection for Children</p>	<ul style="list-style-type: none"> ● Wash hands often with soap and water for at least 20 seconds, especially after being in a public place, sneezing, coughing, or wiping the nose. ● If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol may be used with adult supervision ● Remind children to refrain from touching their face with unwashed hands ● Children will throw away their tissue after use ● Support children to maintain distance from others as much as possible ● Children may wear a cloth covering if they are older than 2 years of age ● Children will eat pre-served meals, rather than family-style servings ● Lunchroom tables will seat no more than 4 students at a time ● Student blankets and belongings will be contained in a sealed bag, separate from others' belongings ● Children with underlying medical conditions (e.g., asthma, compromised immune system, etc) will have an emergency plan if presumed ill with COVID-19. <ul style="list-style-type: none"> ○ What are the child's typical symptoms of his/her underlying medical condition(s)? ○ Has the child been admitted to the hospital for the underlying medical condition(s)? ○ How often has the child been admitted to the hospital? ○ If a peer is presumed ill and was in contact with the child, the child will be sent home for 2-5 days ● If the child is presumed ill, the child will be directed to the isolation area (see the procedure below).
<p>Handwashing for Children and Teachers</p>	<p>Proper handwashing means using warm water, soap, and disposable towels. First, turn on the water. Then, pump 1-2 squirts of soap into the palm of your hand. Rub the soap all over the top, bottom, sides, in between the fingers, and under your fingernails for at least 20 seconds. Rinse with warm water. Dry your hands with a towel and use the towel to turn off the water.</p> <p>Wash your hands:</p> <ul style="list-style-type: none"> ● Upon entering the building ● before/after handling food, feeding a child, or eating ● After using the toilet, changing a diaper, or helping a child use the bathroom (following a diaper change, the caregiver's and child's hands should be washed and the diaper changing surfaces should be disinfected). ● After helping a child wipe his nose or mouth or tending to a cut or sore ● After playing in sandboxes ● Before and after playing in water that is used by other children

	<ul style="list-style-type: none"> • Before and after staff members give medicine • After handling waste baskets or garbage
Hallway Transitions	<ul style="list-style-type: none"> • Hilary, Nafissa, and Caitlin will use east hallway • Kathy, Beth, and Molly will use the west hallway • Children will follow the line on the floor to their classroom (showing them to stay on the right side of the hallway) • One classroom will use the hallway at a time
Lunchroom	<p>Students will practice social distancing as much as possible and will engage in the following procedures:</p> <ul style="list-style-type: none"> • Molly and Hilary’s class will enter and exit through the cafeteria door located on the main hallway • Beth and Kathy’s class will enter and exit through the door near the playground • Children will wash hands prior to and immediately after eating • Adults will wash hands prior to serving food • Meals will be plated for each child • Children will sit 4 or less at each table • Paper products may be used to reduce the spread of infectious disease • Sinks for food preparation will not be used for any other purpose • Children will be encouraged to stay in their seat until they are excused • Children may eat lunch in their classroom, rather than the cafeteria • Children will not have extra servings of food
Classroom	<p>Social distancing measures will be utilized as much as possible in addition to frequent hand washing.</p> <ul style="list-style-type: none"> • Children will wash hands upon entering the classroom • Surfaces and objects will be routinely disinfected • Children will place dirty objects in a bucket for soap/water washing and sanitizing • Children will have their own locker, if available • If possible, children’s belongings will hang where they are not in contact with other childrens’ belongings • Playdough will not be used in the classrooms • Paintbrushes, writing utensils, and scissors will be disinfected as often as possible • Anything soft that cannot be wiped clean will not be available for use in the classroom (pillows, stuffed animals) • Children will have their own individual bin for sensory work • Dress-up clothes and puppets will not be available • As much as possible, children will use their own work rug • Children will eat preserved snacks, no more than two children per table

	<ul style="list-style-type: none"> ● Children will sit at the gathering line with space between them and their neighbor. Children may wear a face mask while at gathering. ● Objects may not be passed around the gathering circle, rather, they are placed in the center of the gathering circle for classroom viewing purposes ● Children will use designated line spots when lining up so that there is space in front of them as well as behind them ● When a class exits the room for whole group transitions, the last teacher in line will wipe the handle with a disinfectant wipe
<p>Outdoor playscape/</p>	<p>One classroom will be allowed on the grassy area at a time (West side of the building)</p> <ul style="list-style-type: none"> ○ Children will be reminded to use the wash/rinse buckets after they use a toy or outdoor item. ○ When a child wants to use a toy/item, he/she will select a clean toy/item from the rinse/dry bin. ○ Children will line up on a line near the front door on a designated dot spot (spaced evenly between the person in front and the person behind) ○ When children are in line, they will wash their hands with hand sanitizer ○ After using the outdoor area, the last teacher in line will wipe the handle used with a clorox disinfectant wipe. ○ When children enter the classroom, they will wash their hands at the sink with soap and water <ul style="list-style-type: none"> ● One classroom will be allowed on the outdoor playscape at a time ● (Southeast of the building) <ul style="list-style-type: none"> ○ Children will be reminded to use the wash/rinse buckets after they use a toy or outdoor item. ○ When a child wants to use a toy/item, he/she will select a clean toy/item from the rinse/dry bin. ○ Children will line up on a line near the front door on a designated dot spot (spaced evenly between the person in front and the person behind) ○ When children are in line, they will wash their hands with hand sanitizer ○ After using the outdoor area, the last teacher in line will wipe the handle used with a disinfectant wipe. ○ When children enter the classroom, they will wash their hands at the sink with soap and water
<p>Multi-purpose room and Snack/Creative Room</p>	<ul style="list-style-type: none"> ● One classroom will be allowed in the multi-room at a time <ul style="list-style-type: none"> ○ Children will use hand sanitizer upon entering the classroom ○ Children will be encouraged to sit 6 feet apart from one another ○ Children will use a box of designated classroom materials

	<p>(scissors, coloring pencils, markers, tape, glue stick) at the drawing table. After the classroom is finished using the multi-purpose room, classroom materials will be wiped with disinfectant by the teacher</p> <ul style="list-style-type: none"> ○ Items that are soiled will immediately be placed into a separate container for disinfecting. They will be disinfected and returned to their proper location at a later time. ○ Tables will be wiped down with disinfectant after classroom use ○ Children will line up on the designated dot spots (providing space in front of the child and space behind the child). ○ When children are in line, they will wash their hands with hand sanitizer ○ The last teacher in line will wipe the door handles with a disinfectant wipe <ul style="list-style-type: none"> ● One classroom will be allowed in the snack/creative room at a time <ul style="list-style-type: none"> ○ Children will use hand sanitizer upon entering the classroom ○ Children will be encouraged to sit 6 feet apart from one another ○ Children will use a box of designated classroom materials (scissors, coloring pencils, markers, tape, glue stick) at the drawing table. After the classroom is finished using the multi-purpose room, classroom materials will be wiped with disinfectant by the teacher ○ Items that are soiled will immediately be placed into a separate container for disinfecting. They will be disinfected and returned to their proper location at a later time. ○ Tables will be wiped down with disinfectant after classroom use ○ Children will line up on the designated dot spots (providing space in front of the child and space behind the child). ○ When children are in line, they will wash their hands with hand sanitizer ○ The last teacher in line will wipe the door handles with a disinfectant wipe
<p>After School Program</p>	<p>Children will enter the classroom, hang up their belongings, and use hand sanitizer upon arrival. If weather permits, they will go outside for outdoor play (see outdoor playscape procedures).</p> <ul style="list-style-type: none"> ● If weather permits, snack may be served outdoors, using paper products for dishes ● If the group is larger than 20, children will be separated into two groups, according to their class for indoor play (multi-purpose room) and snack. <ul style="list-style-type: none"> ○ Beth and Molly's class ○ Hilary and Kathy's class ● Preventative measures will be taken as outlined above in the

	<p>multi-purpose room procedures</p> <ul style="list-style-type: none"> ● Preventative measures will be taken as outlined above in the snack room/creativity room procedures ● Parents/guardians may enter the building to pick up their child but must stay behind the doorways to the multi-purpose room/snack room. Teachers will help the child gather his/her belongings and escort the child to the parent/guardian
<p>If a Child is Presumably ill with COVID-19</p>	<p>The child will be directed to the isolation area in the Head of School’s office so that symptoms can be assessed and parents can be notified. The Head of School will support and assess the child’s health until the parent/guardian arrives. If the Head of School is not available, the On-Site Supervisor will be relieved by the music/spanish teacher. The on-site supervisor will fulfill the following responsibilities.</p> <ul style="list-style-type: none"> ● The child will use hand sanitizer upon entering the isolation area. ● The Head of School will use hand sanitizer in addition to gloves prior to assessing the child’s health. ● The Head of School will wear a cloth mask when assessing and supporting the child’s health. ● If the child is older than 2 years of age, the child may choose to wear a cloth face mask ● The Head of School will take the child’s temperature ● The Head of School will encourage the child to rest on the mat until the parent/guardian arrives. ● The child may be offered water to promote fluid intake ● If the child displays emergency symptoms, the Head of School or staff member available will call 9-1-1 <ul style="list-style-type: none"> ○ Trouble Breathing ○ Persistent pain or pressure in the chest ○ New confusion or inability to arouse ○ Bluish lips or face <p>*Notify the operator that the child has, or could potentially have COVID-19 If possible, have the child wear a cloth face mask until help arrives.</p>
<p>If a Staff Member is Presumably Ill with COVID-19</p>	<p>The staff member will be directed to the isolation area to assess symptoms. If presumed ill with COVID-19, the staff member will be excused to self-isolate at home for 2-10 days. Symptoms may appear 2-14 days after exposure to the virus. These symptoms include:</p> <ul style="list-style-type: none"> ● Cough ● Shortness of Breath <p>Or at least 2 of these symptoms:</p> <ul style="list-style-type: none"> ● Fever ● Chills ● Repeated Shaking with Chills ● Muscle Pain ● Headache ● Sore Throat

	<ul style="list-style-type: none"> ● New Loss of Smell or Taste <p>Emergency Symptoms Include:</p> <ul style="list-style-type: none"> ● Trouble breathing ● Persistent pain or pressure in the chest ● New confusion or inability to arouse ● Bluish lips or face <p>*Notify the operator that the staff member has, or thinks they have COVID-19. If possible, put a cloth mask or face covering over their mouth and nose until help arrives.</p>
<p>If COVID-19 is Confirmed in a Child or Staff Member</p>	<ul style="list-style-type: none"> ● Close off areas used by the person who is sick ● Open outside windows and doors to increase air circulation in the areas ● Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting. ● Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas. ● If a child is confirmed ill, gather all of the child's belongings (inside shoes, extra sets of clothes, personal items in locker, blanket, etc.) and place them in an air-tight bag that can be sent home for disinfection. ● The child will be excused from school for 14 days unless proof of negative covid-19 test or medical documentation that states they are symptom free ● If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. <ul style="list-style-type: none"> ○ Continue routine cleaning and disinfection

Appendix A CDC Report: Underlying medical conditions that may increase the risk of serious COVID-19 for individuals of any age

- **Blood disorders** (e.g., sickle cell disease or on blood thinners)
- **Chronic kidney disease** as defined by your doctor. Patient has been told to avoid or reduce the dose of medications because kidney disease, or is under treatment for kidney disease, including receiving dialysis
- **Chronic liver disease** as defined by your doctor (e.g. cirrhosis, chronic hepatitis) Patient has been told to avoid or reduce the dose of medications because liver disease or its under treatment for liver disease.
- **Compromised immune system** (immunosuppression) (e.g., seeing a doctor for cancer and treatment such as chemotherapy or radiation, received an organ or bone marrow

transplant, taking high doses of corticosteroids or other immunosuppressant medications, HIV or AIDS)

- **Current or recent pregnancy** in the last two weeks
- **Endocrine disorders** (e.g., diabetes mellitus)
- **Metabolic disorders** (such as inherited metabolic disorders and mitochondrial disorders)
- **Heart disease** (such as congenital heart disease, congestive heart failure and coronary artery disease)
- **Lung disease** including asthma or chronic obstructive pulmonary disease (chronic bronchitis or emphysema or other chronic conditions associated with impaired lung function or that require home oxygen)
- **Neurological and neurologic and neurodevelopment conditions** (including disorders of the brain, spinal cord, peripheral nerve, and muscle such as cerebral palsy, epilepsy (seizure disorders), stroke, intellectual disability, moderate to severe developmental delay, muscular dystrophy, or spinal cord injury).