



## COVID-19 Policies and Procedures

Updated 8/3/20

Outlined below are COVID-19 policies and procedures added to all current health and safety guidelines in place at LeafSpring Schools in Ballantyne and Matthews. As environmental and regulatory guidance continues to change, we will update as necessary. These will remain in place for the foreseeable future, as we continue to provide a low-risk environment for children and staff.

Our hours of operation are **7:30am – 6:30 pm**. This slight reduction in operating hours allows us to minimize the use of floaters and subsequently the number of adults each child will come in contact with.

### **Cloth Face Coverings:**

- Staff members will wear cloth face coverings inside the childcare facility and when unable to maintain at least six feet distance outdoors
- Cloth face coverings are required for children age 11+ and strongly recommended for children age 5+ in the Village school age programs
- Children age 2+ may wear cloth face coverings if it is determined they can reliably wear, remove, and handle masks following CDC guidance throughout the day. Cloth face coverings should NOT be put on babies and children under the age of 2 because of danger of suffocation
- Face coverings do not need to be worn on the playground if proper physical distancing can be achieved
- We will provide information on proper use, removal, and washing of cloth face coverings to staff

### **Drop off and pick up policies:**

- Our Open Door for families and visitors has been suspended
- Before arrival – parents should be on the alert for any symptoms of COVID-19 and keep the child(ren) home if showing any signs of illness
- **Parents are not allowed to enter the building and will remain 6ft apart** on the sidewalk as they wait for their family to be screened
- Staff will monitor and discourage congregation at drop off and pick up

- Hand sanitizer with at least 60% alcohol will be available at the front entry for all staff and children over the age of 3 and kept out of reach of children
- Preschool staff will enter through the side entrance and sign in using staff lounge computer after taking temperature and initialing the health assessment questionnaire
- Village staff will sign in at the village sign-in computer after taking temperature and initialing health assessment questionnaire.
- Nurses will take every child's temperature prior to allowing entry into the building and perform a visual health check looking for signs of infection such as flushed cheeks, fatigue or extreme fussiness
- Nurses will ask parents and staff members the following questions and require a confirmation signature daily. Exclude anyone who answers YES:
  1. **In the last 72 hours has your child or anyone in your household had any of the following symptoms:**
    - a. **Fever (100.4 or higher)**
    - b. **Shortness of breath or difficulty breathing**
    - c. **Cough**
    - d. **Chills**
    - e. **Sore throat**
    - f. **New loss of taste or smell**
    - g. **Vomiting or diarrhea, children only**
    - h. **Unexplained rash, children only**
  2. **Have you or any of the children you are dropping off had any of these symptoms since the last time you were here?**
  3. **In the last 14 days have you or anyone in the household tested positive for COVID-19 or been exposed to someone positive for COVID-19?**
- Nurses will continue to do health checks throughout the day and if any child has any of the above symptoms during the day, they will need to be picked up ASAP and can return **72 hours after symptoms are gone**.
- Upon arrival for afternoon pickup, parents will wait on the sidewalk 6 ft apart. Staff members will use walkie-talkie to communicate to the classrooms to bring the child for dismissal

### Use of Common Areas:

- Discontinue use of Station Square, Dining Car, and water fountains
- Only classroom teachers in ratio will be allowed to enter rooms with children present. Administrators, Cooks, and Nurses will only enter if an urgent need arises.
- Surfaces in shared restrooms will be disinfected between use by different groups.
- Staggered outside play times will be set to assure that only one group is on the playground at a time.
- Equipment and toys will be disinfected between playground use by different groups

### Classrooms:

- Classes will include the same group of children with the same teacher day to day as much as possible
- Teachers are restricted to one classroom with one group of children, limiting the use of floaters to one per classroom to provide coverage for staff at meal time and breaks
- Classes will not combine for ratio or special activities
- Group Water table play and sensory play activities are prohibited. Individual water play and sensory play is encouraged
- Toys will be cleaned and sanitized at the end of each day (children's books are not considered a high risk for transmission and do not need additional cleaning or disinfection)
- Remove soft toys that cannot be easily cleaned. Soft toys that are machine-washable will be washed often at the warmest temperature and dried thoroughly
- Do not use disinfectant on children's toys or any materials that they can put in their mouths. It is safe to sanitize the toys, but not to disinfect them.
- Every surface, including but not limited to cubbies, tables, chairs, shelves, light switches, door handles, and cabinet pulls, will be disinfected throughout the day and at closing
- Make every effort to assure children do not share items such as pencils, crayons, etc. Individual supplies of such curriculum materials may be stored in separate containers designed for each child's use and labeled for each child
- Children should be spaced as far apart as possible for meal times
- At nap time, cots will be at least 6 feet apart and children will be placed head to toe in order to further reduce the potential for viral spread

- Avoid lessons and games that include hand holding, touching, or close contact between teachers and/or students
- Blankets, nappers and lovies will stay at school and laundered at least weekly; daily for Infant Room

### **Illness Policy:**

Monitor closely for signs of :

1. Fever
  2. Cough
  3. Fatigue
  4. Shortness of breath
  5. Body aches
  6. Sore throat
  7. Vomiting/diarrhea
  8. Headache
  9. Loss of smell/taste
  10. Unexplained rash
- If at any time a child shows signs of illness while in our care, the teacher will call a Nurse or Administrator to remove the child from the classroom and into isolation in Get Well Place with the Nurse or Administrator.
    - Parents will be contacted to pick up the child as soon as possible.
    - The caregiver and child (if tolerated and age 2+) should wear a face covering and remain at least 6 feet away from each other while awaiting pick up.
    - The caregiver should also wear gloves and disposable gown or washable smock
  - If a staff member shows signs of illness, they should notify their supervisor immediately. An additional staff member should take over the class and the ill staff member will be sent home. Splitting the children up into other classes or combining classes should be the last resort in order to limit possible exposure to others.
  - Once an ill person leaves, if an additional clean room is available, relocate the class there until the contaminated room can be cleaned. Have all people present perform additional hand hygiene.

- Any person exhibiting signs of illness should remain home and must be symptom free for 72 hours without medication prior to returning to school.
- If a family member should show signs of illness or if any family member has had potential exposure to COVID-19, the child will be excluded and will be allowed to return once everyone in the household is symptom-free for 72 hours.

### **Confirmed case or confirmed exposure of COVID-19:**

- If a child/faculty/staff member receives a positive result for COVID-19 testing, we will contact our local health department and follow all guidance and instructions given.
- While awaiting guidance, parents of children in that group and faculty/staff members in that group should be immediately notified and instructed to begin quarantine while awaiting further instructions from health officials
- If a member of the immediate family or household unit is confirmed positive with COVID-19, the child/faculty/staff member will be excluded from school until 14 days AFTER the person who was positive has been released from isolation.
- The person who was positive for COVID-19 must meet the following criteria to be released from isolation. The 14-day quarantine period for the child/family/staff member will begin on the day that these criteria are met. This means that the child/faculty/staff member will likely need to be quarantined longer than the person who was positive for COVID-19.
  1. No fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)

**AND**

  2. other symptoms have improved (for example, when cough or shortness of breath have improved)

**AND**

  3. at least 10 days have passed since symptoms first appeared

If a student/faculty/staff member has had close personal contact for 10 minutes or more while a person was sick with COVID-19 or 48 hours before they became sick, the child/staff/faculty member will be excluded from school for 14 days from the last known date of contact with the COVID-19 positive person.

