



COVID-19 Policies/Procedures

I. COVID-19 Facts

What is COVID-19 (Novel coronavirus)?

COVID-19 is a new strain of coronavirus that has become a worldwide health concern. As per the CDC, this virus spreads easily and can be fatal in more severe cases. This virus has been known to affect the elderly and immunocompromised individuals, however, can affect anyone of any age and health status.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

The health and well-being of our families and staff are our highest priorities. In the interest of limiting the opportunity for transmission to our susceptible community, we are taking the following precautionary measures:

ALL STAFF, FAMILIES, CHILDREN AND THEIR HOUSEHOLD MEMBERS MUST CONDUCT A DAILY HEALTH CHECK BEFORE COMING TO THE CENTER.

- Should you or any household member have any of the following symptoms, you must remain out that day and notify the center. A household member includes individuals who may not live in the household but maybe staying there or are otherwise present in the household on a regular basis (e.g. nannies, caregivers, home health workers, contractors, etc.) and includes anyone with pick-up or drop off privileges at the center.

- Fever of 100.4 F or higher, now or in the preceding 72 hours
- Cough
- Sore Throat
- Muscle Aches
- Difficulty Breathing
- Consistent with our COVID-19 Policy, the household will be required to remain out of the center for 14 days unless medical clearance is provided by a physician indicating that the presenting symptoms are associated with a known non-COVID-19 illness. The physician's note must not be from a family member.

Health and Hygiene Practices

Our regular health and hygiene practices provide some of the best defenses against the spread of the most contagious illnesses. In addition to regular and thorough cleaning of classrooms, surfaces, and toys, we teach children good hand-washing practices and ensure that children and staff take important precautions against the spread of germs.

You can work with your children to practice some of these same steps at home:

- Wash hands often with soap and water – [Hand Washing Video 1](#) OR [Hand Washing Video 2](#)
- Sneeze or cough into your elbow; or cover your mouth and nose with a tissue before sneezing or coughing, then immediately discard the tissue. - [Sneeze or Cough Video](#)
- Avoid touching eyes, nose, and mouth with unwashed hands
- Avoid kissing, hugging, and sharing cups or eating utensils with people who are ill
- Disinfect frequently touched surfaces, especially if someone is sick

II. School Administrators, Teachers, and Staff

- A. Staff will be asked if they have exhibited any symptoms or been in contact with someone who has tested positive for the virus. Being in close contact is defined by the CDC as (1) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time and can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case, or (2) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). Considerations when assessing close contact include the duration of exposure and the clinical symptoms of the person with COVID-19.
- B. Upon arrival each day, each staff member will:
 1. Pump hand sanitizer.
 2. Be screened for a fever. (to be logged each day)
 3. Answer specific CDC questions. (to be logged each day)
 4. Change their shoes in the lobby and into OKP shirts.
- C. All staff must wear a face covering at all times. Neck gaiters are unacceptable.
- D. Staff will be responsible for making sure that all students stay within the 6 feet guidelines. At the table, staff will place students in the same direction as opposed to sitting facing each other. Students will sit in one direction and will be spaced apart.

- E. Staff will provide physical guides such as tape on floors or sidewalks and signs on the walls to ensure that the six feet guidelines are being enforced and to create “one-way routes” in the hallway.
- F. All staff will be responsible for cleaning and disinfecting frequently touched surfaces (e.g., door handles, sink handles, tables, desks, playground equipment, etc.) between use as much as possible. They will also remove any porous items/toys in the classroom.
- G. Staff will ensure that there are adequate supplies to minimize the sharing of highly touched materials. Staff will monitor students' materials closely to make sure they have enough to avoid sharing.
- H. All staff will ensure ventilation systems are operated properly. Windows must be open to ventilate the room. Staff members will ensure that children are safe and that windows are closed properly at the end of the school day.
- I. To prevent the spread of viruses and to make sure all classrooms are safe. Staff members will be limited to their own classroom unless deemed as a designated floater.
- J. To minimize the transmission of the virus, we are asking that all correspondence be done via phone and email (notes, payments, etc.). Face-to-face communication is strongly discouraged.
- K. Lunch Hours: Staff who choose to leave the building for lunch must change their shoes (both trips) and pump sanitizer and wash hands when returning to the building.

III. Parents/Guardians and Community Members

- A. Arrivals: Parents/Guardians must line up six feet apart outside and wait to be called in for a staff member to screen and accept the student. (Note, parents/guardians and other family members will not be permitted to walk through the building. If for any reason they have to come in they will have to follow the same screening process and spray their shoes.) Parents and students over the age of 2 years old must wear a face covering. Neck gaiters are unacceptable.
- B. The student will be screened at the door. Once the child is cleared, the parent will be given permission to leave. Screening Process:
 - 1. The child’s temperature will be taken and recorded.
 - 2. Parents will answer CDC questions.
 - 3. Student’s shoes will be changed. (Parents must provide sanitized shoes to be worn in the building. Rubber shoes similar to Crocs are highly encouraged)
- C. Dismissals: Parents/Guardians must line up six feet apart outside, ring the doorbell, notify admin personnel, and wait to be called in to receive the student. Parents may also call the school (highly recommended) at least 5 minutes before arriving to pick up the student in a timely and safe manner. (Note, parents/guardians and other family members will not be permitted to walk through the building.)
 - 1. When calling for children to be dismissed, parents/guardians must notify a staff member of any student items (bowls, bottles, lunch bags, etc.) that need to be sent home.
 - 2. Making payments: All school payments should be made using MyProcure or over the phone. If parents/guardians must pay in cash, parents/guardians must call and notify a staff member during either arrivals or dismissals in order to accept payment.

- D. Parents will provide 3-5 emergency contact phone numbers in the event their child shows symptoms. Exclusion from the center is sometimes necessary to reduce the transmission of illness. For your child's comfort, and to reduce the risk of contagion, we ask that children be picked up within 1.0 hour of notification. Until then, your child will be kept comfortable and will continue to be observed for symptoms.
- E. No on-site tours will take place. Virtual tours will be available on Mondays and Wednesdays at a specific time on an online GoToMeeting chat room.
- F. During our soft-opening, no on-site therapy will be permitted. However, virtual therapy can be arranged. Further information will follow with new procedures.
- G. There will be no on-site vendors during the soft opening. Soccer, Karate, and Piano may be offered virtually, however, we will notify you if this comes to pass.
- H. Should OKP have to switch to Remote Learning, tuition is still due as normal.

IV. Students and Children

- A. Students will follow procedures at arrival in the parent section. All students over the age of two years old must wear a face covering. Neck gaiters are unacceptable.
- B. Students must be equipped with:
 - 1. Two sets of bedding per week, each one will be sent home every two days after use.
 - 2. A pair of shoes to change into upon arrival and to be left at the center. (Rubber shoes similar to Crocs are highly encouraged.)
 - 3. If possible, an extra face covering. (not limited to a mask)
 - 4. All other supplies are listed out on the initial supply list.
- C. Class sizes will not exceed fifteen students however can maintain normal ratios as per OCFS guidelines. Staff members will reinforce social distancing in centers, at the tabletops, and during other school-related situations as much as possible.
- D. Bathroom- The number of students will be minimized for each bathroom break. Staff members will ensure proper bathroom hygiene on each visit. Diapering and potty training practices will remain the same as we have always enforced sanitary procedures.
- E. Playground/Outdoor Activities- Staff members will prevent multiple students from playing on each piece of equipment at a time. Students' hands will be sanitized before and after each visit to the playground. Students will immediately wash their hands vigorously for 20 seconds right after they return to the building. One class will be allowed to visit the playground at a time.
- F. Gym, Dance Room, and Cafeteria
 - 1. Each class will have a designated day for gym time. All gym equipment will be sanitized before/after class visits. Teachers will reinforce social distancing. All classes will wash their hands immediately after each trip to the gym for 20 seconds.
 - 2. Dance group sizes will be reduced for each session. Social distancing markings will be placed on the dance floor. All dance groups will wash their hands before and after each dance class for 20 seconds.
 - 3. During lunch (Pre-K & Kindergarten), students will be seated in the cafeteria in a triangular form, six feet apart. All other classes will continue to have lunch in their

classrooms. Each class will wash their hands vigorously for 20 seconds before and after lunch.

G. What Happens If Our School Has A Case of COVID-19?

1. OCFS will be notified in order to help us make a decision for closure, remote learning, etc.
2. The cleaning company will be called in to conduct extra disinfecting, cleaning, and sanitizing.
3. Students and staff who were exposed to someone who tested positive or tested positive for COVID-19 must have a negative test to return to school or quarantine for at least 14 days before returning.
4. If someone in your household tests positive for COVID-19, you must notify us immediately as well as provide a negative test result or quarantine for 14 days before returning to school

All new policies are subject to change as new information is made available and as the Center Directors see fit.

I have read and understood the new COVID-19 policies. I understand that my failure to comply with these policies may result in the suspension and expulsion of my child(ren).

My signature below certifies that my family and I agree to abide by these new policies, until further notice.

Child's Name: _____ DOB: _____

Parents/Guardians Signature: _____ Date: _____

Center Director Signature: _____ Date: _____