

**C Care Preschool
333 S Glebe Rd, Suite A
Arlington, VA 22204**

**COVID-19 Health and Safety Guideline
Updated School Policy**

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 vulnerable community, we are taking the following precautionary measures for the Summer Program & 20-21 School Year:

Admittance Policy

Children and staff members will not be admitted to the school if:

- They or a household member have had close contact* with someone with a confirmed diagnosis of COVID-19 in the previous 14 days.
- They have been to a location with high COVID-19 incidence or traveled to another country in the previous 14 days.
- If you choose to travel, even if your family has **not** been to a COVID-19 high incidence location children/staff have to remain home for 7days after arriving home from vacation.
- They or a close contact* are under investigation for COVID-19.
- They or a household member do not practice social distancing.**

If a staff member or child has been identified as close contact* to someone outside the classroom community who is diagnosed with COVID-19, that staff member or child will be required to self-quarantine for 14 days. A definition of quarantine is provided at the end of this document.

*** 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.

For medical professionals: If contact occurs while wearing recommended personal protective equipment or PPE (e.g., gowns, gloves, NIOSH-certified disposable N95 respirator, eye protection), that contact will NOT be considered close contact for purposes of this policy.

**** Social distancing is defined here as**

- (1) Avoiding large gatherings and crowded spaces as much as possible.
- (2) Limiting close contact to as few people as possible.

(3) Wearing a face covering when close contact with people outside the household cannot be avoided.

Daily Health Screenings

A Daily Health Check is required **of all staff, children, their families, and household members** before coming to the school. This consists of a pre-arrival screening (to be conducted within the family before leaving the home), an arrival screening (to be conducted by a staff member prior to entering the school), and continued health monitoring throughout the day if concerning symptoms appear.

Pre-Arrival Screening (to be conducted at home)

Parents and staff are required to conduct a pre-screening for the following symptoms in themselves, their children, and all household members each day at home:

- Temperature of 100° Fahrenheit or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Runny nose (except for documented allergies)

Should you or any household member have any of the following symptoms, we ask you to remain out that day and notify the center.

Note: **For the safety of our community, please do not bring your child to school if you have provided him/her a fever reducer within the last 24 hours.**

Arrival Screening - Children

Staff will perform the following screening of all children at arrival:

- **Visual:**
 - Flushed cheeks
 - Rapid breathing/difficulty breathing
 - Fatigue
- **Verbal:** Staff will ask parent (or child directly)
 - How are you feeling?

- Has your child been given a fever reducer in the last 24 hours?
- Are any of your household members being investigated for COVID-19?
- In the last 14 days, have any of your household members been in contact with somebody who has a confirmed COVID-19 diagnosis?
- Do any of your household members show symptoms consistent with COVID-19?
- **Temperature:**
 - Upon arrival, a staff member will take each child's temperature using a contactless thermometer.
 - If the child has a temperature of 100° Fahrenheit or over, the staff member will verify the temperature with another thermometer.
 - A child with a double verified temperature of 100° Fahrenheit or over will not be admitted.
 - Staff will conduct and log the temperature checks of each child and adult in the school twice a day (at arrival and before lunch).
 - Contactless thermometers will be used in all cases if possible.

Arrival Screening – Staff

- **Temperature:**
 - Upon arrival, all staff members will take temperature with a contactless thermometer.
 - Staff members with a temperature of 100° Fahrenheit or more will be sent home.

- **Daily self-certification:**

Upon arrival, all staff members will complete a daily self-certification asking:

- Do you have a cough?
- Do you have shortness of breath?
- Do you have a sore throat?
- Do you have body aches?
- Have you taken a fever reducer?
- Are any of your household members being investigated for COVID-19?
- In the last 14 days, have any of your household members been in contact with somebody who has a confirmed COVID-19 diagnosis?
- Do any of your household members show symptoms consistent with COVID-19?

Any affirmative answers to these questions will relieve the staff member of duty for the day.

Child Illness Policy & Procedure

Children and staff will be sent home when any of the following symptoms are observed:

- Temperature is 100° Fahrenheit or higher (temperature will be taken at least two times, five minutes apart with two separate devices).
- Cough - including a persistent dry cough without the documentation from a physician about an allergic condition
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Runny nose (excludes allergies)

Note: The school reserves the right to send a child home as sick even in the absence of fever when asymptomatic behavior is present, regardless of a note from a physician.

If any of these symptoms are observed, the school will:

- Provide a face covering if not already on the child (only for 2 years and above children).
- Remove the child to the isolation area with all belongings to go home. Child will be provided with a cot/mat to lie down and kept comfortable and will continue to be observed for symptoms.
- Call parent(s) for pickup within 30 minutes. If a parent is unavailable, we will call others on the emergency contact list.
- If the child was in a classroom, we will open windows to increase air circulation, close off classroom areas used by the child to disinfect items of use (table, chair, etc.)
- When a parent arrives, a staff member will bring the child and belongings to the door.
- A staff member will disinfect the cot/mat bedding of the room and open windows to air out the environment.

Returning to School:

- Children and staff must be symptom-free without the use of a fever reducer for 72 hours before returning to school. The minimum time at home will be three days from temperature. (Example: Child is sent home on Monday at 10 AM. The earliest return is Friday morning.)
- Consistent with our COVID-19 Policy, if symptoms consistent with COVID-19 persist over multiple days, 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 or condition (e.g., allergies). The physician's note must not be from a family member.

Doctor Visits

Schedule your child's well child visits and other visits to the doctor's offices in the afternoon, to ensure that children will not return to school after they visit doctor's office.

DAILY OPERATIONS

Operating Hours

- Operating hours will be 7:30 AM - 6:00 PM for all programs (10 hours maximum care per day)
- Staff will prepare the environment from 7:00 AM to 7:30 AM to ensure protocols were met from the previous day and disinfect common surfaces
- Staff will disinfect classroom environments from 6:00 PM to 6:30 PM

Drop-Off and Pick-Up

- All parents must wear a **face covering** at pick-up and drop-off.
- When you arrive for pick-up or drop-off, if there are parents picking up or dropping off children, please wait in your car until they get into their car.

Drop-Off

- Parents will park and accompany their child to the front of the building for screening.
- The area in front of the building will be marked with tape or other.
- Placeholders to clarify 6 feet of distancing while waiting at drop off.
- Staff members will meet the parent and child at the front door.
- When at all possible, the same adult should pick up and drop off the child each day.

Pick-Up

- Parents will provide a projected schedule for pick up times to help us prepare each child for pickup.
- Parents should text the school at 571-278-1362 when they are 15 minutes away from the school.
- Upon arrival, parents will wait near the front door, and other at the lawn to the right side of the facility.

Access to the Buildings

- Access to the interior of the school and classrooms will be limited to children and staff.
- All initial school tours will be held virtually. After this initial step, vetted prospective parents may observe the classroom by appointment only.
 - All prospective parents will be screened at the front door for temperature and complete the same self-certification for symptoms required daily for staff members (see below).
 - All prospective parents will wear a mask when onsite.
 - School visits are done only in the evenings when children are not present.
- Vendors and service providers will be limited to access at non-operational times (except for Goodfood).
- Emergency service vendors (i.e. HVAC repair when the unit is not working) will be scheduled at non-operational times if possible.

If immediate service is required:

 - Children will be removed from the area accessed by the provider.
 - A staff member will accompany the service provider at all times.
 - Areas and surfaces will be disinfected after completion of service.
 - Parents will be notified via email of the emergency service with details of repair required, the name of service provider/company, time of service call (start and end) and areas accessed.

Social Distancing

To reduce the risk of infection while maintaining the social connection between children, we will do the following whenever feasible:

- Separate the children into multiple rooms to ensure small group sizes that facilitate social distancing
- Avoid the use of tables that seat more than 4 children in the Elementary classroom
- Remind children to socially distance with regular positive redirection, conversations and role play about social distancing
- Open windows to allow fresh air to circulate
- Take the children outdoors

Healthy Hand Hygiene

Washing hands can keep you healthy and prevent the spread of infections from one person to the next.

- All children and staff will engage in hand hygiene at the following times:
 - Arrival to the classroom and after breaks
 - Before and after eating
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - After playing outdoors
 - After handling garbage
 - Before and after touching your eyes, nose, or mouth
- Children will wash hands as a group at a minimum of 3 times a day.
- Hand sanitizer will be provided for staff (at level out of reach of children) to use as needed.

Hand Washing Instructions

Staff are expected to follow and help children to follow these steps:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails
3. Scrub your hands for at least 20 seconds
4. Rinse your hands well under clean, running water
5. Dry your hands using a clean paper towel

Disinfecting

- The following common areas will be disinfected with diluted bleach solution or equivalent product (Clorox wipes, Lysol, etc.) after drop-off time, after lunch and at the end of the day:

- Bathrooms: faucets, toilet handles, sink surfaces, paper towel dispensers
- All door handles (inside and out)
- Phone
- Classroom common areas (outdoors included) will be disinfected with diluted bleach solution or equivalent product (Clorox wipes, Lysol, etc.) at opening, after lunch and at the end of the day:
 - Tables and chairs
 - Shelves
 - Commonly used materials and objects
 - Cubbies
 - Door handles
 - Bathroom sink faucets
 - Toilet handles
 - Paper towel dispensers
 - Commonly used outside toys
 - Grab bars on playground equipment

Notes:

- Towels, cloths and other porous materials will be single use only and laundered after use. Please include an extra bag for your child's bedding.
- Books and other paper materials are not considered a high risk for transmission and do not require disinfection.

Community Events & Gatherings

The following events will be suspended until further notice:

- All school community events (i.e. fall potluck)
- In-person parent observations of the classroom

Transparency & Communication

Parents and staff will be informed via email of updated versions of this document with at least 24 hours' notice.

Definitions of Quarantine & Isolation

Quarantine

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation

Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

Flow chart for pre-arrival screening (to be conducted at home)

