Harvey Browne Preschool Covid Protocols & Policies

Addendum to Harvey Browne Preschool Handbook 2020/2021

Updated: August 27, 2020

**Cleaning & Sanitizing Protocol Harvey Browne Preschool:**

* All classes will be cleaned daily by the HBPres maintenance staff. Cleanings are outlined as followed:
  + - Classrooms will be sanitized daily after dismissal to prepare for a deep clean the following morning. Classrooms will be sanitized every morning before staff/children arrive.
    - Extra sanitation to sinks, hard surfaces, vacuuming rugs, mopping floors, classroom bathrooms, and communal bathrooms.
* Teachers will wipe down hard classroom surfaces using a CDC approved cleanser at regular intervals throughout the day. Staff will follow KY licensing requirements for cleaning/sanitizing surfaces and keep a schedule posted in their classroom.
* Classrooms and restrooms will be cleaned each afternoon/evening after children/staff leave for the day and sprayed each morning before the children arrive by HBPres maintenance staff.
* Restrooms will be sanitized after each child.
* All shared materials and equipment will be sanitized after each use.
* Playground equipment will be sanitized after each class rotation. Each classroom teacher will be responsible for disinfecting high touch surfaces on the playground and gym (railings on play equipment, handlebars of tricycles, etc.) after their class has lined up to leave and prior to the next class rotation.
* Deep cleaning will occur after any confirmed case of Covid-19. A company has been contracted to provide this service using electromagnetic sprayers and an approved CDC sanitizer.

**Staff Education:**

* All teachers/staff have been educated in proper PPE usage and are aware of Emergency Regulations by the state of KY for childcare.
* All teachers/staff have participated in the KY Reopening Child Care Professional Development required by the state.

**Classroom procedures:**

* All staff/adults in the building will wear masks.
* All soft toys, dress up clothes, stuffed animals have been removed from the classrooms.
* Extra furniture has been removed from the classrooms to create more space for social distancing.
* Playgrounds have been divided to allow for groups to stay together in classroom pods.
* Playground schedule has been arranged to allow for use of playground for outdoor classroom time.
* Children will be encouraged to play in small groups of 2-3.
* Class sizes have been limited to 10 and under.
* Classes will not mix on the playground/carpool/afternoon programs.
* Music and movement will take place within each individual classroom with the classroom teachers.
* Interventionists will not enter the classroom. Children will be taken to the door to leave with the interventionists for therapies.
* Each child will have their own pencil/crayon box for their individual supplies.
* Shared supplies will be sanitized after each use. Classroom teachers will limit the use of shared materials.
* Assistants will support the same classrooms to limit exposure.

**Hygiene:**

* Students will be educated on proper hand washing techniques.
* Students will use hand sanitizer in carpool before entering the building.
* Students will wash hands with soap and water: upon entrance to the classroom, after using the restroom, before & after eating, after sneezing/coughing, and before leaving school.
* Hand sanitizer will be utilized if soap and water is not available.
* Students will use hand sanitizer before and after playground/gym time.
* Students will be educated on best hygiene practices: covering cough/sneeze with their elbow, using tissues to blow their noses, washing hands immediately after touching their face/sneeze/blow nose, keeping hands to self. Students will also engage in games and social stories to learn these practices in a developmentally appropriate way throughout their school day. (Airplane arms, wash the stamp off hands, social story: mask use by teacher)

**Health Checks:**

* Staff will participate and record daily temp checks and wellness screening upon entrance to the building.
* Students will participate in daily temp check and wellness screening in carpool. Students with a temp of 100.4 or above will not be able to enter school.
* Current Daily Wellness Check Questions are as follows:
  + - Has the student been diagnosed with COVID-19 in past 14-days or had any of the following symptoms in the last day/24 hours?
    - Temperature of 100.4 degrees or above
    - Cough
    - GI (Vomiting/Diarrhea)
    - New rash
    - New loss of sense of taste or smell
    - Is there anyone in your household who is showing COVID-19 symptoms or who has been diagnosed with COVID-19?
* Students with Covid symptoms (fever of 100.4 or above, cough, runny nose, congestion, shortness of breath, diarrhea, sore throat, nausea) must stay home. It is encouraged to seek doctor’s care.
* Students who exhibit new symptoms throughout the day will be removed from their classroom and supervised by Amy Squires or Anne Hughes until they are able to be picked up. Parent/guardian must pick the child up within 1 hour of being notified. Classroom spaces will be sanitized immediately by school staff and/or HBPres maintenance staff following CDC guidelines.

**Sick Policy:**

**We are taking a very conservative approach to our sick policy. Please keep your child home for a*t least* 24 -hours after fever (100.4 degrees or higher) is gone or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) are gone *without* the use of fever reducing medication.**

**If your child is exhibiting *any* symptoms of illness, they may not attend school. Children must be *24-hour symptom free* before returning to school. Symptoms include: fever, cough, runny nose, congestion, shortness of breath, diarrhea, sore throat, nausea.**

**We recognize many children and adults suffer from seasonal allergies. It would be helpful to have a letter on file from your child’s pediatrician that states their typical allergy symptoms.**

**The CDC makes the following recommendation:**

[**https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html**](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html)

**“It is essential for schools to reinforce to students, parents or caregivers, and staff the importance of students staying home when sick until at least 24 hours after they no longer have a fever (temperature of 100.4 or higher) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine (e.g., Tylenol). Policies that encourage and support staying home when sick will help prevent the transmission of SARS-CoV-2 (and other illnesses including**[**flu**](https://www.cdc.gov/flu/school/guidance.htm)**) and help keep schools open.**

**Symptom screening at home can be helpful to determine if a student:**

1. **currently has an infectious illness that could impair their ability to learn, or**
2. **is at risk of transmitting an infectious illness to other students or to school staff.”**

**If Covid-19 Positive Case Confirmed:**

* HBPS will notify Metro Health Department immediately.
* HBPS will notify KY Division of Regulated Child Care.
* HBPS will notify Harvey Browne Preschool families via email and One Call Now, text alert system. All names will be kept confidential.
* Metro Health will advise HBPS on next steps with quarantine, classroom closures etc. Parents will be notified accordingly.
* The CDC has advised schools to be prepared to close 2-5 days by the Health Department to determine next steps. Metro Health will advise whether that is necessary.
* Classroom involved will be deep cleaned before students/staff are allowed back in the classroom.

**Student/Staff Return to School:**

The student/staff member may return to school upon clearance by the local health department and/or their physician **with** written documentation including the date of return.

**Closing HBPS:**

* The Health department, Harvey Browne Preschool Board, and HBPres will work together on decisions to close the building or part of the building due to Covid related factors. Factors that will be considered when making this decision include: Rate of Covid positivity within the school and community, absenteeism of students, staffing concerns, and recommendations from the Division of Regulated Child Care and local health officials.
* Absenteeism will be monitored during the school year to watch for increases due to illness.

**Tuition changes 2020/2021:**

* The tuition policy has changed for the 2020/2021 school year. If HBPS is directed to close by state/local health officials, DRCC, or the Harvey Browne Preschool Board, families will not be charged for time that their child is not in school. Families will either be refunded, or their account credited for when we reopen (depending on the timing of the closure).
* Quarterly payments will be due August 1, November 1, and February 15. You will be billed for quarterly payments 2 weeks before they are due.
* Automatic monthly withdrawals will begin September 1, 2020.
* If you are billed quarterly, we will adjust your next quarterly payment to account for any missed days. If you have paid in full, we will adjust and reimburse you in December 2020 or May 2021, depending on when the closure takes place.

**Carpool:**

* Families must use morning and afternoon carpool this year to ensure each child participates in the wellness screening and to limit outside exposures within our school. Thank you for your help with this new policy.

**Visitors:**

* Visits will be limited to a time that has been prearranged with the Director. At this time, conferences will be limited to virtual meetings. Teachers are working to create plans to keep families updated and engaged with classroom experiences in a creative and virtual way.
* Late arrivals will need to call the preschool office (502)895-2577 or the given phone number outside the office doors to arrange for Mrs. Squires or Mrs. Hughes to pick up the child and walk them to their classroom. Please see directions outside the side office doors for late arrivals.
* Early dismissals will work best with advanced notice. We understand this is not always possible! Please call the preschool office (502)895-2577 or email [harveybrownepreschool@gmail.com](mailto:harveybrownepreschool@gmail.com) to arrange for an early dismissal. If you are unable to give advanced notice, please call the given cell phone number outside the office doors to arrange for a “last minute” early dismissal.

**Snack Policy:**

* We are working to decrease the passing of items from home to school.  This year we are asking for each family to pay a snack fee for their child.  The preschool will purchase a variety of healthy snacks from the approved snack lists that will be included in your parent packet.
* **If your child has a food allergy, you must provide their snack for them.  You will not be responsible for paying the snack fee for your child if you have a child with a food allergy.**

Please send your snack fee (cash/check to Harvey Browne Preschool) in an envelope with your child's name/class name on the outside of the envelope and return with your child the first week of school.

2 days:  $10.00

3 days: $15.00

4 days: $20.00

5 days: $25.00

Since this is a new policy for HBPS, we will re-evaluate as the school year progresses.

**Transparency and Confidentiality:**

* We have worked diligently to reopen Harvey Browne Preschool. We are a community that relies on each other. To keep all staff and children in our care safe and healthy, we ask for full transparency. Please notify the school to share information regarding Covid exposures and Covid positive cases. All names will be kept confidential.
* Traveling: If the state of KY has an active travel advisory naming “hotspot” states, we ask that families/staff abide by the state recommendation and quarantine for 14 days before the child/staff returns to school. Please check <https://govstatus.egov.com/kycovid19> for active travel advisories.

\*Kentucky Department for Public Health issued a travel advisory with the recommendation of a **14-day self-quarantine** for travelers who went to any of the states reporting positive testing rate equal to or greater than 15 percent-of COVID-19 testing.

Please sign the last page of your Harvey Browne Preschool Handbook indicating you have read the Preschool Handbook and the Covid Addendum and return to your teacher as soon as possible during the first week of school.