

COVID-19 Protocols for Before and After School

The program will be opening for registered children on Wednesday, September 9th. For the foreseeable future we will be taking extra precautions to minimize the risk of Covid-19 and to support the health and safety of the children in our program, their families, our staff and the general school population. Please note the following changes to our policies and procedures.

- All families must agree to adhere to the Brookline School policies and procedures regarding Covid-19. We will be drafting an agreement form.
- All families will be required to inform us immediately if their child is sent home from school with Covid-19 symptoms. We can then determine the best measures to mitigate the situation. We will do this in partnership with the Bureau of Infection and Disease Control, NH Child Care Licensing and our school administrators.

Morning Check In/Afternoon Pick Up:

- Morning children will be greeted at the gym doors at the back of the building by a BASP staff member to accept the K-12 School Symptom Screening. Parents and other family members will not be allowed in the building. Prior to parents leaving the site, a trained staff member will take the temperature of their child(ren).
- Children and staff will be required to wash their hands immediately upon entering the building. When children are received for drop-off, they will be escorted into the nearest bathroom where they will wash their hands prior to being brought to their classroom/childcare area. Hand washing will take place regularly throughout morning and afternoon programs.
- Upon parents' arrival to pick up their child, a staff member will bring the child out to them. Doing so will limit direct contact and help us to maintain social distancing.
- Drop off will be staggered in 15-minute intervals between 6:30-8:00 AM and pick up will be the same between 4:00-6:00 PM.
- Staff will sign the children in and out digitally.
- CSDA morning children will be transported by the mor
- **Afternoon-Check In RMMS:**
 - Children will be dismissed to us by grade and checked in upon arrival. A staff member will take their temp and they will be brought to the bathroom for handwashing OR hand

sanitizing. K & 1 will be brought to the STEM room for snack. Grades 2 & 3 will use the library. After K & 1 have a snack, they will wash their hands and be brought outside weather permitting, if not, a Group Leader will bring them to the gym. The STEM room will be cleaned and sanitized. Grades 2 & 3 will wash their hands and proceed to the STEM room for snack. They will then follow the same procedures to either go outside or back to the library. The STEM room will again be sanitized. If we have to stay inside, gym time will be staggered and any equipment sanitized before use by another group. Each group will stay with the same adults each day.

- We anticipate a Site Director, a group leader and two assistants each day.
- The STEM Room is licensed for 26, we will reduce that number to 15. The library is licensed for 40, we will reduce that number to 20. Currently we have 18 children registered.

Afternoon-Check In

CSDA:

- The children will follow the same procedures at CSDA as outlined above for RMMS; temp checks and handwashing before entering the cafeteria.
- At this time, we have fewer than 18 children. According to the guidelines, with safe distancing, they can be kept in one group.
- There will be a Site Director and Group Leader each day.
- I have sought approval to donate picnic tables to the CSDA playground so children can have snack and activities outside, weather permitting. Otherwise they will have snack in scattered groups using the social distancing guidelines. The gym may be used as an alternative play space during inclement weather.

General Health Guidelines:

- We will separate children into groups of no more than 18 with an adult site director or group leader and one assistant per room.
- Children and staff will be required to wear a mask at all times, snack time inside being an exception. During that time children will be spaced in accordance with social distancing guidelines.
- We will conduct suitable activities outside as well as having a “picnic” snack time, weather permitting.
- Children will be in the same group and supervised by the same adults each day.

- We will not share equipment and will clean equipment before, after and between uses.
- All classrooms will remain separated indoors to reduce the number of children in one area and reduce the possibility of viral transmission.
- Staff will disinfect high-touch surfaces such as tables, door handles, light switches, bathrooms, and faucets during transition times and at the close of each program. Toys and games that children play with will be disinfected each night after children have departed.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves to use as needed.
- Staff and children will wash/scrub their hands upon arrival at the program, before and after snacks, after outside time, after using the bathroom, after handling any bodily fluid or touching their eyes, nose, mouth or face and prior to leaving for home. If soap and water are not readily available, alcohol-based hand sanitizer (at least 60% alcohol) may be used with adult supervision.
- Children will have a designated spot in their respective classrooms for their personal belongings.

Child Health

- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- Social distancing of no less than 6 feet **will always be enforced** in the building, on the playground and anywhere we might walk.
- Children who start to experience symptoms of respiratory illness, including a fever of 100.4 or greater, while at the program, will be brought outside for immediate pick up.

Staff Health & Wellness

- Staff will wear a washable or disposable mask at all times even if other individuals are not present.
- Staff will receive additional training on infection control, workplace disinfection and use of cloth face coverings (CDC).
- Staff will have their temperature taken at the beginning of each shift. If a fever of 100.4 or higher is displayed they will be sent home and self-monitor for signs and symptoms of COVID-19. They will notify Sylvia directly should symptoms become worse and CDC and District protocol will be followed.

Cleaning and Disinfection Procedures:

- We will follow CDC guidance on cleaning and disinfecting our spaces.
- Cleaning materials will be kept out of the reach of children at all times.
- Safety data sheet for all chemicals will be kept in our area.

If COVID-19 is confirmed in a child or staff member:

- We will notify The Bureau of Infection Disease Control (603-271-4496) who will advise us on the next steps, The NH Child Care Licensing Unit (603-271-9025) as well as the school/district administrators. The following steps will be taken:

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours, or as long as possible, before we clean or disinfect to allow respiratory droplets to settle to reduce the risk to individuals cleaning which means we would close for at least a day, probably more. My goal would be to hire a professional cleaning company to minimize risk to school faculty and program staff.
- Clean and disinfect all areas used by the person who is sick.
- If more than 7 days have passed since the person who is sick visited or used the

building, additional cleaning and disinfection is not necessary. ○ As per District policy, we understand a child must have clearance to return.

At the close of both programs the rooms, toys, games, etc. used will be cleaned and sanitized. We have become accustomed to what materials are easily sanitized but also hold the children's interest. I am confident my staff will come up with unique activities, where social distancing can be maintained, to enrich their afternoons.

In an effort to keep children and staff safe, a screening check in process will be utilized. Temperatures will be taken and a screening sheet will be collected. If any person's temperature exceeds 100.0o F or if any symptoms of COVID019 are present, that child or staff member shall be sent home. While at our program your child will be in contact with other children, and staff members, who may be at risk of exposure to communicable diseases (COVID-19, strep throat, influenza, etc.) By signing below, you understand that even with restrictions, guidelines and safe practices in place to reduce exposure, there is a potential risk your child may be exposed to communicable illnesses that may be carried by persons who are asymptomatic before any signs of infection are shown. By signing below, you acknowledge that the Brookline After School Program's guidelines coincide with the Hollis Brookline School Districts Reopening guidelines- and you acknowledge that in order for your child to attend the Before/After School program, they must be free from all symptoms of communicable diseases, including but not limited to fever, cough, shortness of breath, sneezing, chills, sore throat, muscle aches, etc., and remain symptom free for a minimum of 24 hours before they may return to our program. Your signature

also acknowledges you assume all risk and liability of sending your child to our program, and holds the Brookline After School Program harmless from any type of claim or litigation as a result of potential exposure to communicable diseases.

Signature: _____ Date: _____

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