

TRIPLE C NURSERY SCHOOL



COVID-19 Health and Safety Plan

Triple C Nursery School

2020-2021

2405 East Swamp Road

Quakertown, PA 18951

215-536-7280

triplec@eastswamp.org

Thank you for choosing Triple C Nursery School as your child's preschool home. Please be assured that the safety of our students/families and the staff is our top priority. We should be mindful that if there are cases of COVID-19 in the community, there are no tactics that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities.

We have outlined the expected reopening plan. As this situation is so fluid, we ask for your patience as we look to CDC recommendations to help us make decisions that will work for our school community. Please read the following reopening plan, sign, and return the Informed Consent page at the end.

These plans are subject to change as new information becomes available. Any changes will be communicated to you in writing as soon as possible.

Re-opening Policies & Procedures

Updated 7/17/2020

Purpose: To protect the health and safety of our staff, their families, the children of Triple C and their families by mitigating the spread of COVID-19.

Responsibilities:

1. **Director/Assistant Director:** Responsible for administrating the following plan and monitoring/ordering disinfection supplies.
2. **Head Teachers:** Ensure staff and children in classrooms follow the policies and procedures in this plan.
3. **All staff:** Follow all policies and procedures as outlined in this plan including: washing hands frequently, staying home if sick, reporting to director/assistant director if feeling sick, wearing a mask or facial covering as required.
4. **Families:** Follow all policies and procedures as outlined in this plan including:
 - a. Wear a mask or facial covering when dropping off and picking up child according to the State requirements.
 - b. Be honest about family's health during screening.
 - c. Keep child home if s/he has a fever or respiratory symptoms. Monitor secondary symptoms as listed in the plan and keeping a child home if they are displaying 2 or more of those symptoms.
 - d. If child becomes sick at school, picking them up within 30 minutes.

Arrival: Health Screening Procedures:

1. Children will be screened before entering the building. This will include:
 - a. Temperature check
 - b. Parent/guardian answering a few questions about family health
 - c. Visual inspection
2. Child will not be admitted if s/he has:
 - a. **ONE** of the following:
 - i. Fever of 100.4 (F) or 38 (C)
 - ii. Persistent cough
 - iii. Shortness of breath
 - iv. Difficulty breathing

OR
 - b. **TWO** of the following:
 - i. Headache

- ii. Chills
 - iii. Muscle aches
 - iv. Sore throat
 - v. New smell or taste problems
 - vi. Inexplainable fatigue
3. A child who is ill must follow these guidelines:
 - a. Symptomatic child determined to have another cause for their illness by a doctor:
 - i. Must stay home until symptoms resolve
 - ii. Bring a doctor's note with diagnosis upon return
 - iii. Be fever-free for 24 hours
 - b. Symptomatic child with a positive test **OR** Symptomatic child not tested:
 - i. Must stay home for at least 10 days with at least 3 of them fever-free;
AND
 - ii. Have improved respiratory symptoms
 - c. Symptomatic child with a negative test:
 - i. Must stay home until he/she has been fever-free for 24 hours
 - d. Child exposed to COVID-19 but no symptoms:
 - i. Must stay home for 14 days from last exposure if s/he remains asymptomatic
 4. If a child or staff member has a **confirmed diagnosis of COVID-19**, we will
 - a. Contact the Bucks County Department of Health
 - b. Notify our families and staff
 - c. Require that all children and staff in the same classroom quarantine at home for 14 days.
 - d. We may close for 1-2 days for cleaning.
 5. Partial tuition may be charged for a mandated school closure due to COVID-19

The staff member doing the screening has the right to refuse to accept any child who shows any of these symptoms upon arrival. All parents should have alternative arrangements for their child in case of illness, emergencies, school closing, etc.

Please contact the school office if your child will be absent and why. Email at triplec@eastswamp.org is best.

Families are required to notify the school if a child or family member has been diagnosed with COVID-19.

Arrival: Routines/Expectations/Procedures

1. At this time, we will be utilizing all door locations of the building for drop off/pick up (**more information to follow in summer packets**). We do ask that parents/guardians wear a mask or facial covering and maintain a 6 ft social distance while waiting in line to have child's temperature taken.
2. Each teacher will have a different door location for their class to enter the building. At that door location we will be taking temperatures and answering the health screening questions.
3. We ask all families to arrive on time at their designated drop off time to keep things running smoothly, especially as we prepare for the next teacher/class to enter.
4. At this time, no parents/guardians will enter the building.
5. There will be a bin outside to drop off tuition or other documentation for the office at the main doors. We will collect this information every morning after dropping off.
6. After the child has been cleared for entry to the building, the child's teacher will take the child to the classroom.
7. The teacher and child will wash or sanitize hands upon entering the classroom.
8. We will not be allowing backpacks at school at this time.

Dismissal Procedures:

- All parents should be waiting for their child at dismissal time. We ask all parents to leave immediately upon picking up your child as the next set of parents will need to wait for their children. The dismissal location for your child will be the same door location as the morning arrival.

Snack-time:

1. All individuals will sanitize/wash hands before and after eating.
2. As has always been our policy, children will be reminded not to share snacks.
3. Children will be spaced out when possible.
4. Water fountains will NOT be used by staff or students.

Communication:

An integral part of our program has always been the relationships that families and staff have developed through daily, personal interactions. Although parents will not be able to communicate with staff face-to-face during this time, please know that we will continue to make ourselves available to you.

1. Teachers will send email updates about classroom activities.
2. Office staff will continue to update families as needed via email. We welcome calls at 215-536-7280 or emails: triplec@eastswamp.org at any time. Office hours are 9:00 am-12:30 pm.
3. Parents can request a phone call to discuss concerns with a teacher.

Classroom Procedures & Routines:

1. Children are not required to wear masks (Unless entering/exiting the building. Please see further explanation below)
 - a. The DHS mandated that all staff wear masks inside, but they will not be mandating the wearing of masks by the children. The Department recognizes that getting preschool age children to wear face coverings and keep them on may create difficulties. With that being said, parents, guardians, child care providers, etc. may consider prioritizing the wearing of face coverings to times when it is difficult for children to maintain a social distance of 6 feet from others who are not a part of their household. They are recommending that masks be worn by children as long as they can **SAFELY** put them on and take them off
 - b. **"Safely"** means:
 - i. The child can independently put on and take off the mask without touching the cloth, handling it by the straps only.
 - ii. The child is able to reliably keep the mask on without touching it.
 - iii. Some children may struggle to do this, but if you believe that your child can safely put on and take off his/her mask as defined above, please let us know by emailing the school. We will do our best to support your efforts to have your child wear a mask.
 - iv. All children **MUST** wear a mask for entering the building and leaving the building. If your child will not be wearing a mask in the classroom, we will store each child's mask in a labeled paper bag until you arrive to pick up.
 - v. We intend to continue to implement this policy until we receive further guidance. Thank you for supporting us and understanding the need for flexibility during this tumultuous time.
 - vi. A face shield is acceptable for children.
 - vii. Parents/ guardians are responsible to wash the masks after each use.
2. Staff will wash hands or use hand sanitizer frequently.
3. Items from home: At this time, no toys may be brought from home.
4. When children are eating, they will be spaced out as much as possible.
5. Birthday snacks/treats – many of our parents like to celebrate birthdays by sending in a special snack. Only pre-packaged snacks/treats will be permitted.

6. Each student will be given an individual set of materials to use (which will be packaged and labeled for that child).
7. As has always been our structure, each class will have their own playground and recess time.
8. No visitors will be allowed in the building without prior approval from the director.
9. Windows will be open as much as possible when children are inside to allow for ventilation
10. Toys and materials will be rotated more frequently for cleaning and disinfecting.
11. Children will be spaced out when possible. If weather allows, teachers will be encouraged to hold more lessons outside (story/circle/centers)

Cleaning/Disinfecting Procedures:

1. All children and staff will wash hands upon entering the building
2. Wash hands/use sanitizer:
 - a. After bathroom break
 - b. Before eating
 - c. After blowing nose, coughing, or sneezing into hand.
3. Hand sanitizer use will be supervised and placed out of reach of children
4. Tables will be disinfected before and after snack.
5. All surfaces in classroom will be disinfected as needed throughout the morning and after school (counters, chairs, shelves, tables, doorknobs, light switches, faucet handles, sinks etc.)
6. All toys used during the day will be disinfected as directed during the morning as needed and after school.
7. All high touch areas in common areas will be disinfected twice a day (railings, door handles, bathrooms, office surfaces).

Visitors:

- Until further notice, we are restricting non-essential visitors and volunteers, including parent volunteers.
- All essential visitors (I.U. support staff only) will need to comply with all school screenings and monitoring processes. If your child will be requiring I.U support, we ask that you consider at-home visits if possible.
- All visitors to the school must log in and out upon arrival in the event contact tracing is required.

What if...

As we see things slowly getting back to what is being called a “new normal”, the reality is that COVID-19 is still a threat and we may be forced to close once again. If we revert back to a RED phase, the following process will be put into place:

1. We will evaluate the possibility of finishing the month remotely.
2. Tuition is non-refundable for that month.
3. Payments/instruction will be suspended until school resumes.

TRIPLE C NURSERY SCHOOL



Informed Consent

Thank you for choosing Triple C Nursery School for your child's preschool home.

The novel coronavirus, COVID-19, has been declared a world-wide pandemic by the World Health Organization. COVID-19 is contagious and is believed to spread from person to person. As with the transmission of any communicable disease like a cold or the flu, your child may be exposed to COVID-19 at any time or in any place. Be assured that we have always followed best practices when it comes to maintaining a clean and safe environment for the children in our care. We will continue to do so.

These policies and procedures have been implemented to mitigate the spread of COVID-19 while maintaining a quality environment for children. They will not eliminate all risk to children or staff. We cannot guarantee that your child will not become infected with COVID-19.

I have read and understand these policies and procedures and agree to abide by them. We agree to be honest and transparent regarding our family health. We understand the risks of attending while our country is still in the midst of the COVID-19 pandemic and agree not to hold Triple C Nursery School or East Swamp Church of Quakertown responsible for any illness or injury stemming from or relating to or associated with COVID-19.

Name of child: _____

Signature of Parent/Guardian: _____

Printed name of Parent/Guardian: _____

Date: _____