

July  
2020



Mt. Airy Christian Day  
School  
Reopening Plan

Minimizing The Spread  
of Covid-19



# Guidance

The Mt. Airy Christian Day School plan follows the requirements and guidance of the following regulatory bodies:

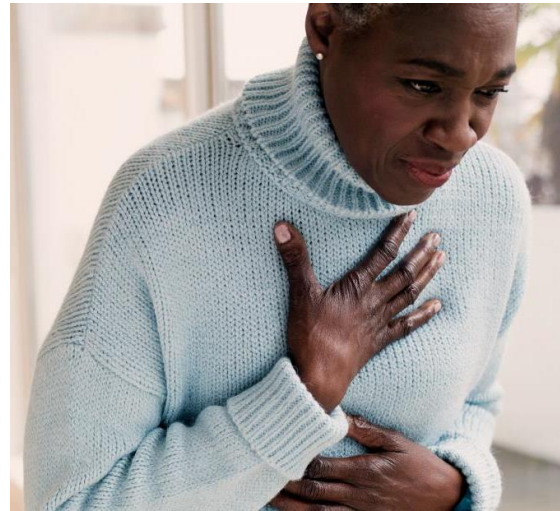
- Pennsylvania Office for Child Development and Early learning (OCDEL)
- Pennsylvania Department of Health
- Philadelphia Department of Health
- Centers for Disease Control (CDC)



# COVID-19 Symptoms may be mild to severe

Symptoms may appear 2-14 days after exposure to the virus.

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle Pain
- Sore Throat
- New loss of taste or smell
- Headache
- Nausea, vomiting, diarrhea



Seek emergency medical attention (call 911) for trouble breathing, chest pain or pressure, new confusion, inability to wake or stay awake, or bluish lips or face.

Staff and children **SHOULD NOT** come to school if they are sick, or if they have recently been in close contact with someone with COVID-19.



- Please take your child's temperature at home before coming to school **every day**
- Anyone with a temperature 100.4 and above should stay home.
- Children may not come to school if they have taken fever-reducing medication for the past 3 days, or the past 72 hours
- Children with a cough or shortness of breath should stay home.

Staff will check your child/ren temperature at the checkpoint

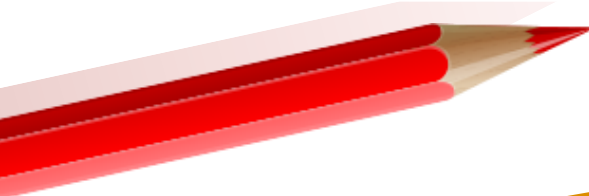


**We are required to track suspected and confirmed cases of COVID-19**

**Please be mindful of others to help keep us all safe.**

**By law, we must report these to the Health Department and follow all their recommendations.**

**Please talk with the director so we can maintain an accurate and timely record of any suspected or confirmed incidence of COVID-19**



Fever of 100.4, cough, or shortness of breath, or two or more of the other symptoms.  
**IF YOU SUSPECT COVID-19, Do not come to school, stay at home and consult with your child's pediatrician, then notify Mt. Airy Christian Day School.**

**Mild Symptoms: Stay home for at least three consecutive days, avoiding all contact, until your child feels completely symptom free.**



**When to keep your Child Home**

**When to call a Doctor**



# General CDC Practice to Prevent Illness

- Wash hands frequently and properly, lathering for 20 seconds (standard practice)
- Avoid touching face (standard practice)
- Sneeze or cough into tissue or into elbow, wash hands (standard practice)
- Disinfect frequently used items and frequently touched surfaces (standard practice-heightened)
- Adults wear cloth face coverings, optional for children over two years of age, if worn correctly (while COVID-19 spread is a threat)
- Minimize and track close contacts (while COVID-19 spread is a threat)


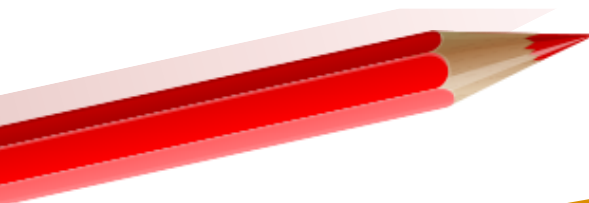


# Staff

Masks Help Reduce  
COVID-19 Spread

- All staff at Mt. Airy Christian Day School will wear cloth face coverings.
- Adult family members should wear face masks at drop-off and pick up at the drop off location
- No parents are permitted to enter the building
- The CDC recommends face mask for children over the age of 2 years old
- Parents are welcome to send children to school with face masks. A paper bag with the child's name will be provided for mask storage when not in use.
- If the child does not wear the mask properly (such as touching it often), wearing it is more hazardous than not having a mask on at all.
- The older the child, the better able a child can keep it on.
- Children should not wear mask while eating, sleeping or vigorously exercising.





Virus transmission occur when infected individuals are breathing, talking, sneezing, and coughing in the same air space as others, and, also, but to a lesser degree. From surface contact (surface to hand to face). Transmission is most likely when a contagious individual (who may or may not be symptomatic) is within 6 feet of others for longer than fifteen minutes.

Under 6, 15 OR You're  
Close Contacts



# What Will We Do At Mt. Airy Christian Day School?



- A. **Exclude** adults and children diagnosed with COVID-19. Cooperate with all related reporting and response requirements of the Health Department.
- B. **Control contact** between individuals, since those with COVID-19 may be asymptomatic.
  - Staff stay on site, no visitors
  - Staff wear cloth masks in hallways and restrooms, and in areas where there is more than one person
  - Classroom community assumed to be close contacts, limit time to less than 15 minutes, when possible
  - Document those within 6 feet of others for longer than 15 minutes, when possible
- C. **Clean and disinfect** frequently touched areas, including areas (surface toys) where children play.

## Staff and Children are Screened for Illness Upon Arrival Each Morning

Screener maintains distance of 6 feet from child and adult family member and wears a face mask. Family member is asked to identify child by name and room number. The adult family member is asked the following:

- Did you take your child's temperature this morning?
- What was your child's temperature this morning?
- Has your child run a fever of 100.4 at any point over the past 72 hours (3 full days)
- Has your child had any fever-reducing medication over the past 72 hours?
- Does your child have a cough?
- Is your child experiencing any shortness of breath?
- Has your child had close contact with an individual who has or is suspected to have COVID-19 at any point within the past 14 days?
- Is your child vomiting, seem to have an upset stomach, or do they have diarrhea?

Staff will be screened for illness upon arrival each morning and asked the following:

- Are you experiencing chills?
- Do you have muscle pain?
- Do you have a sore throat?
- Are you experiencing a loss of taste or smell?
- Do you have a headache?
- Have you been around anyone with COVID-19?

## Screening Children for Illness

Our Staff will monitor not only daily attendance but also log symptoms on the daily symptoms log.

- Fever of 100.4, cough, or shortness of breath, or two or more of the other symptoms (chills, muscle pain, sore throat, loss of taste or smell, headache, digestive symptoms). Suspected COVID-19? Child must stay home and consult a pediatrician
- Child's temperature will be taken at the drop off point outside the building.
- Children will not be admitted if they have taken fever-reducing medication at any point over the past 72 hours
- Your child will be observed for shortness of breath, flushed cheeks, fatigue, or signs of illness. If these indicators are observed, your child will not be permitted to stay.



## Close Contacts of COVID-19 Cases

Children and staff members who are close contacts of COVID-19- infected individuals **MUST** stay home for 14 days after their last contact with that infected person/s.

If the infected close contact is a household member, close contacts must self-isolate at home a full 14 days after the ill household member's isolation ends.

Note that sometimes suspected exposures may be quarantined longer than those who are ill. This is to mitigate spread and reduce exposures going forward.



If Children become sick while at school, parents will be contacted for prompt pick-up

The ill child will rest comfortably separately from the group in room 208 which is the isolation room.

Please make sure we have current contact information on file for you with a working number. Your employment number must also be current and working.

You are asked to come very quickly if we have to call you



*Illness Symptoms  
During the Day*



# Isolation

## When Can Children and Staff Members with COVID-19 Return to Mt. Airy Christian Day School?

Individuals presenting symptoms of COVID-19, should isolate at home and consult their child's health provider. They must return to Mt. Airy Christian Day School when (1) their symptoms have significantly improved, AND (2) at least 14 days have passed since symptoms first appeared. AND (3) they have been fever-free for 72 hours without fever-reducing medication. Alternatively, they may return if they supply a health care provider's documentation that they are permitted to discontinue isolation (this is a medical determination that involves CDC-approved testing revealing individuals are negative for the virus). (\*Isolation is mandated for 14 instead for 10 days, based on Philadelphia Health Department guidance for congregate settings).

Individuals who receive a test showing that they are positive for the virus may return to Mt. Airy Christian Day School 14 days after the test was administered, provided they meet the other criteria above. An asymptomatic person who test positive should be considered contagious for 48 hours before the test date until the case meets criteria for discontinuation of isolation.



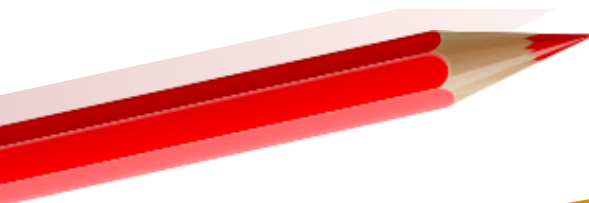
## Close Contact

### COVID-19 Case Quarantine for 14 Days



Close contacts shall be notified of their exposure to a probable confirmed case of COVID-19. These are the children and adults who were within 6 feet of the infected individual for longer than 15 minutes from 48 hours before symptom onset until isolation. These close contacts should quarantine at home for 14 days, checking their temperature twice a day, and watching for COVID-19 symptoms. A shorter period of isolation is acceptable if documentation is provided from a health care provider (a CDC-approved medical determination based on testing negative for the virus.)

**This means that if your child is in a classroom with someone discovered to be infected with COVID-19, and this infected individual was in the class with your child within the 48 hours their symptoms appeared, then the entire class must remain home and self-quarantine for 14 days. Please be prepared with alternate plans if this occurs.**



The names of those affected by COVID-19-either with symptoms themselves or self-quarantining due to exposure-are only shared with those who need to know this information to perform their job. The health Department must be notified who has COVID-19 at Mt. Airy Christian Day School, and they may want to know who has been exposed to the infected individual.

*Limits of Disclosure*

*Privacy Policy*



## Modifications of Classroom Environment and Routines

Teachers are committed to taking the necessary precautions to **protect** against COVID-19. We are committed to maintaining our **high quality standards** for early childhood education and school-age.

Teachers will **modify** their lesson plans to include activities related to COVID-19. This include proper mask use, as well as the emotional impact of the quarantine and continued precautions that we all need to take.

As you all know, we have many procedures in place already to **minimize the spread of germs**, such as proper hand washing throughout the day.

## Cleaning and Disinfecting

### Classroom Cleaning

- Toys will be cleaned and disinfected at least daily
- Toys that cannot be easily cleaned and sanitized will be stowed away for the time being. This includes stuffed animals, cloth puppets, and dress-up clothes.
- Cots are sanitized daily
- Children's books, like other paper-based materials are not considered high risk for transmission and do not need additional cleaning and disinfection procedures.
- Toddler and preschool -age children should bring to school their change of clothes and a lightweight blanket for nap time.
- Children may not bring to school any stuffed animals, pillows or any other toys.

# Face Masks: Required for Adults, Optional for Children

- All Mt. Airy Christian Day School staff are required to wear masks in any area with at least one other person.
- A child may bring in a mask from home. This is not something that we require, but it is encouraged.
- Mask worn by children will be placed in clearly labeled paper bags during such times when masks are not appropriate, such as mealtime, rigorous physical activity, or rest time.
- As recommended by health experts, if a child is consistently wearing his/her mask incorrectly, it should be taken away and properly stored as improper mask use poses a bigger risk than if there were no mask at all. Frequently touching or mishandling the mask makes the practice more risky than protective, and in these cases, masks should not be worn.
- It is best to wash cloth mask at the end of the day

## How to clean

### Washing machine

You can include your face covering with your regular laundry. Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.

### Washing by hand

Prepare a bleach solution by mixing:

5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or  
4 teaspoons household bleach per quart of room temperature water

Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.

Soak the face covering in the bleach solution for 5 minutes.

Rinse thoroughly with cool or room temperature water.

Make sure to completely dry cloth face covering after washing.



How to dry

## **Dryer**

Use the highest heat setting and leave in the dryer until completely dry.



## **Air dry**

Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.



# Classrooms

Within the classroom, we will practice social distancing while in centers or group activities.

Toys will be sanitized before the next child can use it

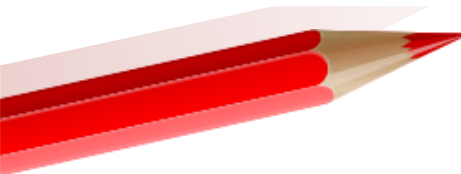
The child will stay with that teacher for the entire day and not intermingle with other classrooms.

# Going Outside



We strongly encourage classrooms to spend time outside weather permitting, following all state and local health guidelines (no field trips )

We will work with teachers to coordinate schedules so that classrooms can minimize contact with each other in the hallways.




## Classroom Modifications to Minimize Close Contacts



- Teachers will serve children their food in the classrooms, with child seated at every other seat.
- Field trips and visiting public places like libraries will be prohibited.
- If a parent needs to speak with a staff physically, we can have someone come out to speak with you, but you may not enter the building.


# Arrival Routines



- The Health Department recommends that only teachers and children enter the school building.
  - Our staff will meet you at the drop off check point to check child's temperature and to ask the parents a few routine questions.
  - Parent will sign in sheet
  - We may ask parent to temporarily lower his/her mask so that we can have a visual check of whose picking up the child according to the Parent Contact sheet.
  - Your child will be escorted into the building by that staff, where they will go and wash their hands and check in with their room teacher.
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# Departure Routines

- We will ask you when you plan to drop off and pick up your child. Please try to stick to those times as much as possible. We will meet you at the end of the driveway near the ramps. If your dropping off earlier or later than projected, please call ahead. We will do the best we can, but please allow for wait times.

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- Please try to have the same person drop off and pick up your child each day. This decreases your child's circle of close contacts, which helps to minimize the risk of potential virus exposure for all involved.
  - The CDC advises parents to choose a consistent drop-off and pick-up person who is familiar with us, and who is not in any of the high risk health categories (not 65 or older, no underlying health conditions).

# Paperwork

The following paperwork will be handled via email ([macdsdirector4@gmail.com](mailto:macdsdirector4@gmail.com)). Hard copies are still kept on our end for internal use. In lieu of in-person ink signatures, parents will be asked to confirm receipt or agreement via email or phone, depending on the situation. PDFfiller.com is a great site to fill out documents. You can also scan or fax (215-276-1405) these documents.

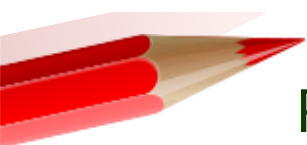
- Emergency Contact information
- Injury incident reports
- Parent/Provider Agreements
- Classroom Correspondences
- Intake Paperwork
- Preschool funding eligibility determination
- Enrollment applications



# Tuition Payments




Tuition invoices will be sent via Brightwheel or US Mail. If possible, please arrange to remit your payment by bank auto-pay. Payments will be made online only. Once payment has been received, you will see it posted on your child's Brightwheel account.



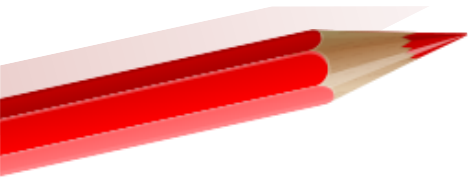
Please try to stay current with your payments weekly. Brightwheel will continue to send you invoices until payment is received. Any accounts that are a week behind will cause a delay in that service week attendance for your child.

Payments are due the Friday before the next service week, Monday the latest.



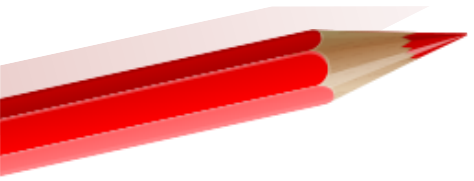
# Education Not Blame

If a child, staff member, or family member thereof contracts COVID-19, we will respond with care and compassion, and actions will be taken to protect others. It is pointless and hurtful to cast blame on anyone for how they contracted or unwittingly spread the virus. Actions or words demonstrating bias, prejudice, or blame against any persons or groups at Mt. Airy Christian Day School will not be tolerated.





# Unity

- This is a stressful time. We are all afraid and protective of our own. Let's set a good example for our children in the way we manage risk in the face of the COVID-19 pandemic.
  - Have a complaint? Please call or write to the director to voice your concern. She will investigate and get back to you.
  - Concerned about another's behavior? Again, please reach out to the director. If it is about another child or family, we'll follow up with them.
  - Have an idea to improve procedures? Please let us know. There's always room for improvement and we value our collaboration with you.
  - Are you, your child, or any member of your family the target for bias or blame? Please tell us. We really want to intervene if this is happening at our program.
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## Still Thinking About When to Return?

Tell us your plans, to the best of your knowledge. We want you to feel confident about your child's return to

Mt. Airy Christian Day School. If you decide to return sooner, let us know.

