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# Spring Academy Reopening Guidelines

- Modified effective September 2021 Until Further Notice

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Hi parents,

Spring Academy reopened on July 1st, 2020. We are lucky to have a small school community (with less than 50 students capacity in Warren, 1st floor of Westfield and 2nd floor Westfield each) and big size classrooms, which is perfect during this pandemic time because further reduced headcount in the big classrooms definitely helps to ensure us deliver a safe environment for our families.

The guideline below is heavily derived from guidance documents produced by the federal Centers for Disease Control and Prevention (CDC), and the Guidance for NJ Child Care Facilities on Covid-19 Related Health and Safety Requirements. It is intended to facilitate the safety and well-being of Spring Academy staff and the children we serve. Combining the executive order on June 18th and August 6th with newly updated measures, until further notice.

Note that the State Licensing department has lifted some rules starting May 27th however Spring Academy is adhering a set of stricter rules.

## **General policies:**

- Everyone including staff and students above 2 year old should wear face masks (preferably cloth material for children's mask) all the time except for eating time and nap time;
- Family members are not allowed inside the school facility during school hours, only students; We may re-visit this rule during the spring semester for the 2021 school year.

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- Social distancing during drop off and pick up time with other families, and throughout the day at the school facility;
  - Encourage hand washing with soap & water frequently, or use hand sanitizers (at least 60% alcohol) if water is not available;
  - We will not provide school lunch or snacks at this time, nothing will be shared to minimize risk. Families need to pack all snacks and lunch from home, in containers or zip log bags, labeled with your child's name; We will re-visit this rule during the 2021 Fall semester.
  - Please pack extra set of clothes, especially younger children;
  - School will assign stationary and supplies to each student so each student has their own 'bag' without sharing;
  - Keep your child home if he/she demonstrates Covid-19 like symptoms such as fever over 100.4 (38 C), coughing, etc.
  - Travel policy: refer to Page # 13, detailed 'Travel policy for full and un-fully vaccinated community members.

### **Morning Drop Off Screening Admittance Procedures:**

- Parents need to submit daily Questionnaire regarding COVID-19, or asked to answer about COVID-19 symptoms spelled out in the Department of Health Recommendations. Those symptoms are:
  - Fever equal to or higher than 100.4 o F
  - Symptoms of contagious illness
  - If the child has been exposed to someone with known COVID-19
  - If the child is being tested for COVID-19
  - If the child has been diagnosed with COVID-19 and not yet cleared to discontinue isolation
- Staff to open classroom window for air ventilation, put away the UVC light that's left the night before for deep sanitizing.

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- The entryway area immediately outside of the front door of the facility is the designated screening area.
  - Anyone with a fever of 100.4 (38 C) or above or other signs of illness shall not be admitted to the facility.
  - Staff will be screened daily for any Covid-19 related symptoms first before entering school facility; then put on school-provided N-95 mask, or a face covering she brings from home.
  - Families dropping off the kids should go to the entrance one at a time, with the next family either stay in the car or stand 6 feet away from the family in the front.
  - Families who come to the front entrance need to wear face coverings;
  - Staff (with face mask and gloves on) will take temperature of the child using school-provided infrared contactless thermometer.
  - Students free of Covid-19 symptoms could enter the school facility, with face masks on (preferably cloth material); Family members are not allowed inside;
  - Staff will sign students in using our tablets

### **During the Day:**

- Max per class: The State has lifted the 50% capacity rule and children could be grouped into groups of up to 30. However Spring Academy caps its Primary Class to a max of 18 students per class with at least two teaching staff. Groups will keep a distance of 10 feet or more in all directions from other groups or be separated by walls or other physical partitions.
- When teacher teaching in the same room with students: Teacher and students are separated by Sneeze Guard, while students sit by separate tables and wear face coverings.

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- No shared supplies. Every student has their own bag of supplies (pencils, erasers, scissors, glue, crayons) provided by the school and labeled with their names.
  - Lunch: no school food is provided at this time, parents need to pack all meals and snacks. We will assign each child with a separate table, or two kids sit at the far sides of a big long table;
  - Nap: Spacing of groups may be reduced to six feet during nap periods, cots will be positioned alternatively head-to-toe to minimize potential virus transmission between children.
  - Windows are open throughout the day to ensure air ventilation.
  - Use of shared spaces (entry ways, restrooms) will be carefully controlled to ensure that children and staff maintain at least six feet of separation from children or staff from other groups. Floor markings, physical partitions or other safeguards should be used as necessary.
  - For any toys that are shared (blocks and teaching materials): staff will spray 70% alcohol after each usage. Washing with soap & water following by disinfectant will be performed regularly.
  - Outdoor play time: Staff and children shall be permitted to remove masks while outdoors, provided that social distancing of at least 6 feet between each group is maintained. When the temperature is over 80 degree F and when we have water play, we will allow students to take off masks. Staff shall have a mask on at all times, unless they keep a distance of 6 feet from students and other staff. While outdoors, we will ensure that children and staff have access to drinking water in a non-communal manner (e.g. using individual water bottles, cups, or other individual and non-shared containers).

We will ensure each group utilize the playground at staggered timing, unless they could keep at least six feet of separation from each other.

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Children and staff must wash their hands upon returning from outdoor play.

- Field trips and other off-site activities are strongly discouraged by the State, so Spring Academy will not offer field trips this summer, with the exception of walking trips;

### **Pick Up Procedures:**

- The entryway area immediately outside of the front door of the facility is the Designated Pick Up Area.
- Parents are not allowed to enter into the facility; Parents should wear face coverings, ring the doorbell and wait for staff to take your child(ren) and belongings out;
- Social distancing: Families picking up the kids should go to the entrance one at a time, with the next family either stay in the car or stand 6 feet away from other families;
- Staff will sign students out using school tablets.
- Staff turn on UVC light to deep sanitize the toy area before they leave the building.

### **Hygiene/Cleaning/Sanitation Procedures:**

Spring Academy will abide by the policy and procedures specified in the ‘Guidance for NJ Child Care Facilities on Covid-19 Related Health and Safety Requirements’.

### **Children or staff members who develop symptoms of COVID-19 while at the facility**

- If a child develops symptoms of COVID-19 while at the facility (e.g. fever of 100.4 or higher, cough, shortness of breath), they will be immediately separated from the well kids until parents

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pick up, and our staff supervising the ill child will remain as far away as safely possible from the child (preferably, 6 feet).

- If symptoms persist or worsen, the center will call a health care provider for further guidance.

## **Children or staff who test positive for COVID-19**

If there is a COVID-19 positive case in our facility, we will contact the local health department for guidance. Health officials will provide direction on whether we should cease operations following the identification of a positive case in the facility. The duration may be dependent on staffing levels, outbreak levels in the community and severity of illness in the infected individual. Symptom-free children and staff should not attend or work at another facility during the closure.

All rooms and equipment will be cleaned and disinfected in accordance with CDC guidance referenced above

## **Returning to School After COVID-19 Diagnosis or Exposure**

If a staff member or child contracts or is exposed to COVID-19, they cannot be admitted to a center again until the criteria for lifting transmission based precautions and home isolation have been met. Those criteria are included in the Department of Health's guidance available here: [https://www.nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef\\_Discont\\_Isolation\\_and\\_TBP.pdf](https://www.nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef_Discont_Isolation_and_TBP.pdf) Cleaning and Disinfecting after a Suspected or Confirmed COVID-19 Case.

For additional guidance on the cleaning and disinfection of rooms or areas that those with suspected or confirmed COVID-19 have visited, please see the Centers for Disease Control and Prevention's Coronavirus Disease 2019 [Environmental Cleaning and Disinfection Recommendations](#).

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## Preparing for Illness

- Daily reports of staff and student attendance should be closely monitored.
- Designate an area or room away from others to isolate individuals who become ill while at the facility.
- Ensure there is enough space for multiple people placed at least 6 feet apart
- Ensure hygiene supplies are available, including a cloth mask, facial tissues, and alcohol-based hand rub.
- Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.
- Be ready to follow CDC guidance on how to disinfect your building or facility if someone is sick.

## When Illness Occurs

Children and staff with fever, cough, or difficulty breathing should be placed away from others and asked to wear a face mask until they can be sent home.

- Whenever possible, cover children's (age 2 and older) noses and mouths with a mask or cloth face covering.
- If a mask is not tolerated by the child, staff should use a face covering and follow social distancing guidelines (6 ft. away).
- Individuals should be sent home and advised to follow What to Do If You Are Sick.

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- When an individual tests positive for COVID-19, the facility should immediately notify local health officials, staff and families of a possible or confirmed case while maintaining confidentiality.
  - Facilities should be prepared to provide the following information when consulting public health:
    - o The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact).
    - o The date the person with COVID-19 or probable COVID-19 was last in the building;
    - o The date the person developed symptoms.
    - o Types of interactions the person may have had with other persons in the building or in other locations.
    - o How long their interactions were with other persons in the building.
    - o If other persons in the childcare program have developed any symptoms; and
    - o Any other information to assist with the determination of next steps.

### **Individuals with Suspected or Confirmed COVID-19:**

- Individuals (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, should be sent home or denied entry. Refer to the isolation and quarantine chart below to determine when they may return.
- COVID-19 symptoms include cough, shortness of breath or difficulty breathing, fever (100.4° F or higher), chills, muscle pain, sore throat, new loss of taste or smell, or other signs of new illness that are not related to a preexisting condition (such as seasonal allergies).



- A suspected case is a person who shows symptoms of COVID-19 but has not yet been tested or is waiting for test results. A confirmed case is a person (with or without symptoms) who received a positive result from a COVID-19 laboratory test.
- The following chart provides information on isolation and quarantine and when individuals can return to childcare facilities.

<p>Individuals who have <b>symptoms of COVID-19 AND</b></p> <ul style="list-style-type: none"> <li>• <b>have tested positive</b> (by PCR, rapid molecular or antigen testing) <b>OR</b></li> <li>• <b>have not been tested</b> (i.e. monitoring for symptoms at home) should stay home ** and away from others until:</li> </ul>	<ul style="list-style-type: none"> <li>• At least 10 days have passed since their symptoms first appeared <b>AND</b></li> <li>• They have had no fever for at least 72 hours (three full days without the use of medicine that reduces fever) <b>AND</b></li> <li>• Other symptoms have improved (for example, symptoms of cough or shortness of breath have improved)</li> </ul>
<p>Individuals who have <b>NO symptoms and have tested positive</b> should stay home** and away from others until:</p>	<ul style="list-style-type: none"> <li>• 10 days have passed from the collection date of their positive COVID-19 diagnostic test <b>AND</b> they have not developed symptoms.</li> </ul>
<p>Individuals who <b>have symptoms and have tested negative</b> should stay home and away from others until:</p>	<ul style="list-style-type: none"> <li>• 72 hours after their fever has ended without the use of fever reducing medications and other symptoms improve.</li> </ul>

\*Close contact is defined as being within 6 feet for at least a period of 10 minutes.

\*\*Siblings and household members should also remain at home for 10 days.

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- If a suspected or confirmed case of COVID-19 infection occurs in one defined group (see note) within the center, the ill person should be sent home.

- o Other staff and children in the group would be considered close contacts of that case and must be quarantined in their homes for 10 days.

- o Parents/guardians and staff facility-wide should be informed of the situation.

- o The CDC guidance for cleaning and disinfection should be followed.

- Other groups within the childcare facility can continue to function, with daily and vigilant screening for illness occurring and social distancing and personal and environmental hygiene measures strictly adhered to.

- If suspected or confirmed cases occur in multiple groups within the facility, then all childcare operations within the facility need to be suspended (see Closure section).

- The ability to keep groups small and static can be helpful in identifying close contacts and may aid in determining if a facility wide closure is necessary.

Note: Per DCF requirements classes shall include the same group of children each day, to the greatest extent possible, and, also to the greatest extent possible, the same staff shall be assigned to care for each group, each day.

## **Contact Tracing**

Contact tracing is a strategy used to determine the source of an infection and how it is spreading.

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Finding people who are close contacts to a person who has tested positive for COVID-19, and therefore at higher risk of becoming infected themselves, can help prevent further spread of the virus.

A contact tracing team from the local health department or the NJDOH calls anyone who has tested positive for COVID-19. They ask the patient questions about their activities within a certain timeframe, to help identify anyone they have had close contact. Those contacts might include family members, caregivers, co-workers or health care providers.

Individuals who have recently had a close contact with a person with COVID-19 should stay home and monitor their health.

## **Closure**

- We will consult local health department in case a positive case is confirmed. A facility may need to temporarily dismiss children and staff for 2-5 days, if a child or staff member attended childcare before being confirmed as having COVID-19.

- o This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the facility, perform contact tracing and cleaning and disinfecting the facility.

- o Facilities should follow CDC guidance on how to disinfect your building or facility if someone is sick.

- If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.

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

- Close off areas used by the person who is sick;

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- Open outside doors and windows to increase air circulation in the areas.
  - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
  - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas with an EPA-registered product for use against SARS-CoV-2.
  - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.
  - Spring academy will work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

## Testing

- Spring Academy requires new students to take PCR test within 3 days of first day of school, and send in the negative test result by 1st day.

## Fully Vaccinated Individuals: Quarantine Policy after close contact

In keeping with new [guidelines](#) from the Centers for Disease Control and Prevention (CDC), Spring Academy community members who are “fully vaccinated” will no longer need to quarantine if they are deemed to have been in close contact with someone who is COVID-19 positive. This policy applies only if the individual is fully vaccinated: In general, people are considered fully vaccinated:  $\pm$

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine

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100% of Spring Academy staff are fully vaccinated as of summer of 2021.

## **Fully Vaccinated Individuals: Policy after Travel**

- After **domestic** travel, fully vaccinated community members do not need to quarantine after travel.
- After **international** travel, fully vaccinated community members need to:
  - Get tested with a [viral test](#) 3-5 days after travel.
  - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
  - Follow all [state and local](#) recommendations or requirements after travel.

## **Not Fully Vaccinated?**

If you don't meet the two-week after second dose requirements, regardless of your age, you are NOT fully vaccinated. Keep taking all [precautions](#) until you are fully vaccinated. After you travel:

- Get tested with a [viral test](#) 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
- Even if you test negative, stay home and self-quarantine for the full 7 days.
- If your test is positive, [isolate](#) yourself to protect others from getting infected.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.

Regardless of a Spring Academy community member's vaccination status, all students and employees who are on campus must comply with SA's health and safety protocols. This includes the continued practice of mask wearing, hand washing and social distancing.