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# Spring Academy Reopening Guidelines

- Modified for the 2020-2021 School Year

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Hi parents,

Spring Academy is 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. Effective July 1, 2020, and until further notice.

## **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, only students;
- 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

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lunch from home, in containers or zip log bags, labeled with your child's name;

- 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.
- 14 Day restrictions for students and faculty members that travel to out of state 'hot spots' or fail health check screenings

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

- Parents need to submit daily Questionnaire regarding COVID-19
- Staff to open classroom window for air ventilation, put away the UVC light that's left the night before for deep sanitizing.
- 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, as well as face shield and long-sleeve gown,
- 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.

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- 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: Children will be grouped into groups of no more than 10. 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.
- 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, 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; one classroom will host no more than 10 students (one group) during lunch, tables will be cleaned constantly, before and after lunch;
- 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.

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- For any toys that are shared (blocks and teaching materials): staff will clean with soap and water then bleach and water after each usage
  - Outdoor play time: We will ensure each group utilize the playground at staggered timing, unless they could keep at least six feet of separation from each other. Outdoor time will also be increased including both reading/activity time and play time, weather permitting. Children and staff must wash their hands upon returning from outdoor play.
  - Field trips and other off-site activities are prohibited by the State, with the exception of walking trips when social distancing will be reinforced;

### **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.

### **Spring Academy 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'.

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## **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 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 members 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 Child Care 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

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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**.

### 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.

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- 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.
  - 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>



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\*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 14 days.

- 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 14 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

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

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**

- 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.
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- 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.
  - Facilities should 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**

- Until more evidence about protective immunity is available, serologic test results should not be used to make decisions:
  - o Regarding the need for personal protective equipment.
  - o To discontinue social distancing measures.
  - o About grouping persons residing in or being admitted to congregate settings, such as childcare, schools, dormitories, or correctional facilities.
  - o About returning persons to the workplace