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## Cooperative Play Academy Inc. Health and Safety Policy and Guidelines

This Policy will take place on the first day of the 2021- 2022 school year. We will follow guidelines and recommendations put forth by the CDC, Marion County Health Department, ICPC, and the local school districts. We will continue to follow Cooperative Play Academy's Membership Guidelines, Health and Safety Policies and Procedures, as well as ICPC Standards. Our number one goal is to provide a safe environment for our students, families and staff, while offering a developmentally appropriate play-based program.

### Arrival Procedures

Upon arrival, please park your car in the parking lot and enter through door #9. Teachers will perform a quick health screen questionnaire on every student and participating adult prior to them entering the building. The health screen consists of a brief verbal symptoms check. Students/ Participating adults with a temperature of 99.9 degrees and below will be allowed to participate in class for the day. Any student/ participating adult with a fever higher than 99.9 degrees will be sent home immediately. Sick students will be kept in isolation until a guardian arrives.

Families will be asked the following questions:

- Is the student or anyone in the household/ family ill or exhibiting symptoms such as cough, fever over 99.9, sore throat, loss of smell or taste within the last 72 hours?
- Has the student or anyone in the household/ family been in contact with a person who has tested positive for COVID- 19?

Once you are cleared to enter the building, all students, participating adults and CPA staff are required to wash their hands using the restrooms in the hallway outside the muscle room, before proceeding to play in the Muscle room/ classrooms. (Pre-K / Kindergarten class will wash hands before their morning meeting. Once students enter the muscle room, please use the hand sanitizer.)

### Procedures and Guidelines

- All participating adults and CPA staff that are fully vaccinated will not be required to wear a face mask when in the classrooms or when social distancing can not be achieved. Any participating adult and CPA staff that are not fully vaccinated will be highly encouraged to wear a face mask when in the classrooms or when social distancing can not be achieved.
- If a member comes in contact with a person, or has a family member who has tested positive for Covid-19, the member must inform the Director within 24 hours.
  - The member will be quarantined for a minimum of 2 weeks.
- If a member develops any symptoms related to Covid-19, the member must inform the Director before attending the next scheduled class/ event.
- Members should follow CDC recommendations and guidelines for public events/ community settings when outside the school, and follow social distancing guidelines and mask requirements as requested.

### Untested:

If a member does not receive a test proving or disproving the presence of COVID-19 but experiences symptoms, may return to school if the following three conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
- Other symptoms have improved (for example, cough or shortness of breath have improved)
- At least 10 calendar days have passed since symptoms first appeared.

### Tested Positive-Symptomatic

If a member experiences symptoms and has been tested for COVID-19, they may return to school if the following conditions are met:

- They no longer have a fever (without the use of medicine that reduces fevers)
- Other symptoms have improved (for example, cough or shortness of breath have improved)
- At least 10 calendar days have passed since symptoms first appeared OR the individual has received two negative tests at least 24 hours apart

### Tested Positive-Asymptomatic

If a member has not had symptoms but tests positive for COVID-19, they may return to school when they have gone 10 calendar days without symptoms and have been released by a healthcare provider.

A member can not attend school if they have a pending Covid test.

### Untested-Other Illness

If a member experiences symptoms but has not been tested for COVID-19, they may return to school if the following conditions are met:

- They have been fever-free for at least 72 hours (without the use of medicine that reduces fever)
- They have a note from their healthcare provider authorizing their return

### Participation and Cleaning Procedures

- Each classroom will have a “Needs to be Cleaned” bin for items that a child may have put in their mouth, or heavily played with. While participating, if you see a child put a toy/item in their mouth, please take the toy/item and place it in the bin. Please use hand sanitizer located in the classrooms as needed.
- The classroom library will be on a rotating basis. Once books have been read by CPA teachers, students, or participating adults, they will be placed in a book bin. At the end of the day, the book bin will be pulled and quarantined for 3 days before returning to the rotation.
- Snacks will be prepared at school. Participating adults will give snacks to teachers upon arrival. Teachers will store snacks and disperse during snack time. Table arrangements will allow students to be spaced out enough to enjoy their own snack and not bump into one another.
- During lunch time, the participating adult will use a cleaning checklist and cleaning materials provided in the CPA classrooms. This checklist consists of cleaning the following items:
  - All classroom door knobs, light switches, chairs, tables, play phones, desk, laptop, felt board, bean bag chair, tent/ couch and sensory table.

### Pickup Procedures

Please park your car in the parking lot and enter through door #9, when the class is ending their day in the muscle room. Touch base with your child’s teacher(s) before packing up your child’s book bag/ coat/ etc. Once you have signed out, you are free to leave the building using door 9.

### Closing Procedures

If a CPA teacher or member tests positive for Covid-19, CPA classrooms will close for two weeks. Classrooms, toys, furniture, etc. will be sanitized. Classes will resume after a two week closure. During that time, Zoom meetings will be offered to those families who are interested, along with supplies for activities to do at home.

### Taking “a pause”

If you would like your student to take a “pause” from the classrooms because you feel it is unsafe to be in the building/ in a social environment (Covid-19 related), but you would like to stay enrolled in a CPA program, please contact the Director to make arrangements. Families that decide to take a “pause” will be charged 20% of their monthly tuition rate to hold their child’s place in the CPA Program. Your tuition will be due at the beginning of the month. Families are allowed to take a “pause” for two months. After two months, the family will need to reevaluate their membership with CPA and decide if they would like to continue to participate in the classrooms or officially withdraw.

*Cooperative Play Academy Inc. does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, disability, national origin, ancestry, age, or United States military service veteran status.*