**HOPWOOD SCHOOL & CAMP**

**(Hopwood Nursery School, Inc.)**

**COVID -19 HEALTH & SAFETY PLAN**

FINAL VERSION: September 2, 2020

**The following plan is a response to Governor Wolf’s GREEN PHASE plan for Pennsylvania and Montgomery County. If / when Pennsylvania and / or Montgomery County releases additional child care and pre-school guidance, Hopwood School & Camp (Hopwood) will amend this plan accordingly. All underlined text are links to CDC and Pennsylvania guidance.**

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [handwashing](https://www.cdc.gov/handwashing/when-how-handwashing.html), [staying home when sick](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)) and environmental [cleaning and disinfection](https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html) are important principles that are covered in this document. The following actions implemented by Hopwood are applicable to all administrators, staff, students and student families and are intended to help lower the risk of COVID-19 exposure and spread during school sessions and activities.

**Promoting Behaviors that Reduce Spread**

* **Staying Home when Appropriate**
	+ - Students and staff who are sick or have recently had a [close contact](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html) with a person with COVID-19 are to **stay home**.
		- [Students and staff should stay home](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html) if they have tested positive for or are showing COVID-19 [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html).
		- Students and staff can return to Hopwood after meeting the following CDC criteria:
			* [If they have been sick with COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)
			* [If they have recently had a close contact with a person with COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html)
* **Hand Hygiene and Respiratory Etiquette**
	+ Students and staff will be required to wash their hands between each activity session. [Student and staff handwashing](https://www.cdc.gov/handwashing/when-how-handwashing.html) will be with soap and water for at least 20 seconds. Student handwashing will be monitored by staff to ensure adherence.
		- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be available for staff and older children who can safely use hand sanitizer.
	+ Students and staff are to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If a tissue is not available students and staff are to cover their cough or sneeze with the inside of their elbow.
		- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be available for staff and students who can safely use hand sanitizer.
* **Cloth Face Coverings**
	+ All staff are to wear [cloth face coverings](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) or a clear face shield at all times when indoors, when less than 6 feet from other staff or students outdoors, eating, drinking or taking a “face-covering break”.
	+ Per the July 1, 2020 [Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings](https://www.governor.pa.gov/wp-content/uploads/2020/07/20200701-SOH-Universal-Face-Coverings-Order.pdf) (DOH) and the subsequent August 17, 2020 update from the Pennsylvania Department of Education (PDE) [Answers to FAQs: Universal Face Coverings Order](https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx), all children age 2 and older are required to wear a mask. Therefore, all students at Hopwood are to wear cloth face coverings or a clear face shield at all times indoors and when less than 6 feet from other students or staff outdoors.
	+ Per the PDE FAQ’s, schools may allow students to remove face coverings when students are:
		- Eating or drinking when spaced at least 6 feet apart; or
		- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or
		- At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.
	+ Section 3 of the DOH order allows for exceptions to the face covering requirement.Hopwood will require notice of an exception, however, documentation for the exception will not be required.
	+ In addition to the classroom, all staff, parents and students must wear a cloth face covering during:
		- Drop-off
		- Pick-up
		- Comingling situations where contact with other age groups / classes predicates the use of a mask.

Students and staff should learn the [proper use, removal, and washing of cloth face coverings](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).

[Cloth face coverings](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) are meant to protect other people in case the wearer is unknowingly infected but does not have [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html). Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

* **Adequate Supplies**
	+ Hopwood will provide soap, hand sanitizer with at least 60 percent alcohol (for staff and students who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes and no-touch trash cans. **It is the responsibility of staff, students and student families to provide their own cloth face coverings.**
* **Signs and Messages**
	+ Signs will be posted (e.g., school entrances, eating areas, restrooms) that promote everyday protective measures and describe how to stop the spread of germs by [properly washing hands](https://www.cdc.gov/handwashing/posters.html) and properly wearing a cloth face covering.

**Maintaining Healthy Environments**

* **Cleaning and Disinfection**
	+ Frequently touched surfaces will be [cleaned and disinfected](https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html) (e.g., playground equipment, door handles, sink handles etc.) within the school facility at least daily or between use as designated **per the Cleaning and Disinfection addendum below**.
	+ The schedule for cleaning frequently touched surfaces is **the Cleaning and Disinfection addendum below**.
	+ Protocols for [safe and correct use](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) and storage of [cleaners and disinfectants](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) including storing products securely away from children will be followed. **Unless otherwise noted in the Cleaning and Disinfection addendum, Hopwood will use Fantastik all-purpose cleaner or its chemical equivalent (active ingredient Quaternary ammonium / EPA 4822-530) which meets**[**EPA disinfection criteria.**](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)
	+ Cleaning products will not be used near children. Staff will ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
	+ Staff are required to use gloves while removing garbage bags or handling and disposing of trash. Staff are required to [wash their hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) after removing gloves.
* **Shared Objects**
	+ Shared objects that are difficult to clean will be removed from the school environment (e.g. stuffed animals).
	+ Students’ belongings must be separated from others’ and in individually labeled containers (e.g. backpacks, cubbies, or designated age group areas). Each student must have the following personal items **clearly labeled** with their name and age group: back pack with personal items (e.g. full spare change of clothing, etc), personal water bottle, personal lunch box, and personal cloth face covering.
	+ Adequate supplies will be provided to minimize sharing of high-touch materials (e.g. art supplies or other equipment). Use of supplies and equipment that is used by more than one group of students will be cleaned and / or disinfected between use as per the **Cleaning and Disinfection addendum below**.
	+ Physical sharing of electronic devices, toys, books, and other games from home is discouraged.
* **Ventilation**
	+ Hopwood has installed new HVAC units in the school building. Weather permitting, the HVAC units will be off and doors / windows will be opened.
* **Water Systems**
	+ Water fountains have been removed until further guidance.
	+ Staff associated with a class will assist students with their water bottle (supplied by student) refills.
* **Modified Layouts**
	+ Seating (e.g. lunch and snack time) will be at least 6 feet apart when possible.
	+ Naptime cots are assigned to individual students, are sanitized daily, and spaced out as much as possible. Students that nap will be arranged head-to-toe to ensure distance between their faces.
* **Physical Barriers and Guides**
	+ The use of barriers and guides will not be used at Hopwood.
* **Communal Spaces**
	+ Use of common eating areas and shared playground equipment will be staggered and [cleaned and disinfected](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html) between use **Cleaning and Disinfection addendum below**.
* **Food Service**
	+ Students must bring their own lunch, p.m. snacks and waterbottles and will eat with their class in their designated area. The [safety of children with food allergies](https://www.cdc.gov/healthyschools/foodallergies/pdf/13_243135_A_Food_Allergy_Web_508.pdf) will be accommodated for each age group (e.g. peanut free tables, special afternoon snacks etc).
	+ Disposable food service items (utensils, cups, paper plates) will be used for snacks (provided by Hopwood). All snack items will be dispensed by staff wearing gloves and cloth face coverings. Staff will [wash their hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) after removing their gloves.
	+ “Homemade” food items for special events (e.g. birthdays, staff appreciation etc.) are NOT PERMITTED. Store purchased items (e.g. local supermarket, Dunkin’ Donuts etc.) are permitted.
	+ Students and staff may not share foods and utensils from home.

**Maintaining Healthy Operations**

* **Protections for Staff and Students who are at Higher Risk of Severe Illness from COVID-19**
	+ Staff at [higher risk for severe illness](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html) (including older adults and people of all ages with certain underlying medical conditions) are discouraged from working at Hopwood.
	+ Students at [higher risk for severe illness](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html) are discouraged from attending Hopwood.
	+ Hopwood staff and students live in the local geographic area (e.g., community, city, town, or county) thereby reducing the risk of spread from areas with higher levels of COVID-19.
* **Regulatory Awareness**
	+ If state or county guidance changes, Hopwood will amend these policies and procedures accordingly if needed.
* **Identifying Small Groups and Keeping Them Together (Cohorting)**
	+ When not in a classroom, students will move about campus from activity to activity as a group.
	+ Mixing between age groups / classes will be discouraged through scheduling.
* **Staggered Scheduling**
	+ See **Drop-off / Pick-up addendum below**.
* **Gatherings, Visitors, and Field Trips**
	+ Hopwood will limit and or eliminate all nonessential visitors, volunteers, and activities involving external groups or organizations.
	+ Hopwood has cancelled all field trips and will not host on-campus performances by outside entities.
	+ Hopwood has modifyied activities to reduce close contact within age groups / classes.
* **Designated COVID-19 Point of Contact**
	+ Heidi Hopwood Geverd (Miss Heidi) 215-368-1135
* **Communication Systems**
	+ Consistent with applicable law and privacy policies, staff and families must self-report by text, phone or email to the school administrator (Heidi Hopwood Geverd) if they have [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with [health information sharing regulations for COVID-19 (e.g., see “Notify Health Officials and Close Contacts” in the Preparing for When Someone Gets Sick section below)](https://www.hhs.gov/hipaa/for-professionals/special-topics/hipaa-covid19/index.html) and other applicable privacy and confidentiality laws and regulations.
	+ Staff and families will be notified by either text, phone or email about school closures or additional restrictions related to COVID-19.
	+ Parents / guardians must add the following Hopwood numbers to their cell phone contacts: School Office 215-368-1135. Answering calls from Hopwood is a priority, regardless of circumstance (e.g. business meeting, conference call etc.)
* **Leave (Time Off) Policies**
	+ Hopwood part time staff is paid hourly and does not receive sick pay. Full time salaried staff will be compensated during sick leave.
	+ Staff can return to school after COVID-19 illness, following the CDC’s [criteria to discontinue home isolation and quarantine](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#discontinue-isolation) policies.
* **Back-Up Staffing Plan**
	+ Absenteeism of students and staff will be monitored. If a staff member is sick a replacement will be hired and trained accordingly.
* **Staff Training**
	+ Staff will be trained on all safety protocols.
* **Recognize Signs and Symptoms**
	+ Student parents / guardians are responsible for daily health checks (e.g., temperature screening and/or [symptom checking](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)) prior to drop-off. A students and staff must stay home if their temperature is 100.4 \*F or greater. Hopwood will heath check staff and administrators in accordance with all applicable privacy laws and regulations.
		- Student parents / guardians should use screening methods outlined in the section “Screen Children Upon Arrival” in the CDC’s supplemental [Guidance for Child Care Programs that Remain Open](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html) as a guide for screening their student. Hopwood will use the CDC’s [General Business FAQs](https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html) for screening staff.

**Preparing for When Someone Gets Sick**

* **Advise Sick Individuals of Home Isolation Criteria**
	+ Sick students and staff should not return to school until they have met CDC’s [criteria to discontinue home isolation.](https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html)
* **Isolate and Transport Those Who are Sick**
	+ Students and staff should not come to school, should notify the school administrator (Heidi Hopwood Geverd) if they become sick with COVID-19 [symptoms,](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) test positive for COVID-19, or have been [exposed](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html) to someone with symptoms or a confirmed or suspected case.
	+ Students or staff with COVID-19 [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (such as fever, cough, or shortness of breath) at school must go home and or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance for caring for yourself or others](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html) who are sick.
	+ The designated isolation room or area to separate individuals with COVID-19 symptoms is the school office. The school administrator will use [Standard and Transmission-Based Precautions](https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html) when caring for a sick individual.
	+ Family members or authorized persons to whom the student may be released are responsible for transportation to their home or healthcare facility. If an ambulance is required, they will be informed that the person may have COVID-19.
* **Clean and Disinfect**
	+ Any area used by a sick person will be closed for 24 hours and [cleaned and disinfected](https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html) (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
	+ [Safe and correct](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) use and storage procedures of [cleaning](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) and disinfection products will be followed.
* **Notify Health Officials and Close Contacts**
	+ In accordance with state and local laws and regulations, Hopwood administrators will notify the [Montgomery County Department of Health](https://www.montcopa.org/513/Public-Health), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act (ADA).](https://www.eeoc.gov/facts/pandemic_flu.html)
	+ The Hopwood administrator (Heidi Hopwood Geverd) will advise anyone who may have had [close contact](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html) with a person diagnosed with COVID-19 to stay home, [self-monitor for symptoms](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html), and follow [CDC guidance](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html) if symptoms develop.

Addendums:

**Cleaning and Disinfection Schedule**

Hopwood will use Fantastik all-purpose cleaner (active ingredient Quaternary ammonium / EPA 4822-530) to clean and disinfect unless otherwise noted.

Per CDC guidance [found here](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html):

Door knobs and door push bars – Will be cleaned and disinfected routinely throughout the day.

All hard surface tables – Will be cleaned and disinfected after each use.

School cots - Will be cleaned and disinfected once daily before use.

Playground equipment – High touch components of playground equipment (e.g. handrails) will be disinfected once daily at the end of the day **(sodium hypochlorite solution).**

Commonly used equipment (e.g. sports equipment, etc.) – Will be disinfected once daily at the end of the day (**sodium hypochlorite solution).**

Wooden surfaces, sand and other natural surfaces – Will NOT be cleaned or disinfected.

**Drop-off and Pick-up procedures**

A two-lane car line will be formed each morning (8:45 a.m. and 11:30 a.m.) and afternoon (3:00 p.m.) at the school parking lot per the schedule below (unless otherwise noted). Parents and students must wear a cloth face covering during drop-off and pick-up.

**6:30 to 8:30 a.m.** - One parent / guardian is permitted to drop-off a child inside the lobby of the school building as long as they and the student are wearing a cloth face covering. Drop-off is to be as brief as possible. A staff member will escort your child either to their classroom or outside depending on weather and time of drop-off. Hopwood reserves the right to regulate entrance into the school for purposes of distancing.

**8:45 - 9:15 a.m.** - Drop-off will be car line only. A staff member will come out to your car and escort your student into the school. The parent / guardian must have their student ready to go complete with face mask on and school bag / essentials in tow.

**11:30 a.m**. - Pickup will be conducted as per usual. Parents are to wait outside the front doors and their student will be brought out to them as a group. Parent / guardian and student must wear a face covering.

**3:00 p.m.** - Pick-up is car line only. Parent / guardian and student must wear a face covering. A staff member will escort your student to the car (school bag and essentials in tow).

**3:15 p.m. to 5:30 p.m.** - After Care pickup one parent / guardian is permitted to pick up a child inside the lobby of the school building as long as they and the student are wearing a cloth face covering. Pick-up is to be as brief as possible. A staff member will escort your child either from their classroom or outside depending on weather and time of pick-up. Hopwood reserves the right to limit entrance into the school for purposes of distancing.