

July 1st, 2020

Dear Families,

The COVID-19 pandemic continues to be a traumatic global event. It has caused us to change routines, increased our anxiety and left us uncertain about the future. Our children have been an eyewitness to it all. We intend to support our students and their families as we transition back into yet another new routine.

For children, transitions can be difficult, especially after months of quarantine. We expect that some children and families may be anxious returning to school. Start to talk to your child about returning to school. Reassure your child that school is a fun, safe place. Model excitement about the beginning of school, create anticipation around going to school. Children often do not know how to express their feelings, and the return to pre-COVID activities can be unsettling for all of us. We want to assure you that we will do our best to make the transition as smooth as possible. We will strive to keep schedules predictable and familiar. Communication between families and school will be especially important as we start the school year. Please reach out with any concerns.

The following document is an outline of how our school will meet the guidelines set out by our licensor, MA Department of Early Education and Care (EEC). Our challenge is to reevaluate, reimagine and adapt our program to best meet the needs of our students and their families. While there are many temporary differences in our program, our philosophy has not changed. When children play they learn.

Stay Safe and Healthy,

Ann

Ann Madden
Director
South Shore Community Center Nursery School
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**South Shore Community Center Nursery School
 COVID-19 Health and Safety Changes
 July 1, 2020**

***TO ENSURE THE HEALTH AND SAFETY OF ALL
 Parents, caretakers, children, and staff must stay home when sick.***

SCHEDULES AND STUDENT TEACHER RATIOS

Class Size

To comply with Early Education and Care (EEC) guidelines we must reduce class size. The Yellow Room, for 2-3 year olds, can have classes of 9 children.

The Red and Blue Rooms, for 3,4, &5 year olds, can have classes of 10 children.

Blue Room Schedule 2020-2021

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Group A	Group B	Group A	Group B	Group A
PM	Group B	Group C	Group C	Group C	

Red Room Schedule 2020-2021

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Group A	Group B	Group A	Group B	Group A
PM	Group B	Group C	Group C	Group C	

Yellow Room Schedule 2020-2021

Monday	Tuesday	Wednesday	Thursday	Friday
Group A	Group B	Group A	Group B	Group A

*Due to the smaller class sizes we have had to change the schedule for the fall. The above graph ensures that **all** enrolled students have time in school. Groups will be released July 15th. We appreciate your patience.*

Consistent Staff and Groups

Children will be in a stable group of up to 10 with consistent staff. Groups of children will not be combined or mixed. Siblings will attend school on the same schedule.

Classroom Arrangement

The classrooms have been rearranged to promote physical distance and to facilitate individual play including art, math, science and reading/listening. The number of children using one activity or center will be limited to one or two children at a time.

Sharing materials

To limit exposure, children will have an assigned cubby in the classroom. Each child will have a box with art supplies. When children are rotating through different activities teachers will monitor and remove any materials that are placed in their mouth to be cleaned and disinfected. Children's belongings will be stored in a zipped backpack (provided by families) in their cubby. Cubbies will be cleaned and disinfected between groups. When materials are shared, children will be reminded to wash their hands after using shared items. We have removed items that cannot be easily washed or that encourage children to put the toy in their mouths (ie: play food and utensils). Shared items that cannot be disinfected (water in the sensory table) will be removed from the activity rotation and replaced with individual sensory options. We ask that no toys from home come into school at this time.

Physical distancing

Young children are naturally social so the idea of being physically distant will be challenging for all of us at school. We need to find a balance between health and safety and the social emotional needs of developing minds. Planning, classroom set up and routines can help children limit physical interaction, but we know that 2,3,4, and 5-year-old children need reminders following rules and controlling their bodies. Children will get close to others; they will share things and they may even give a friend a hug. It is part of being human. When children do get a little too close or inadvertently share a toy teacher will gently guide children to the sink to wash hands and move on with the day. If a child has immediate contact with another child teachers will offer alternative models of showing affection like no contact high fives or air hugs. Teachers will wear masks or face covering while in the classroom so they can work with children in spaces closer than 6 feet in a spontaneous manner.

Vulnerable Children

To ensure that we are adequately prepared to provide safe and appropriate services to children with special needs and vulnerable children we will reach out to families of high risk children and encourage them to discuss school enrollment with their healthcare provider. If they choose to send the child to school, we will devise a plan with additional, necessary protections.

DAILY PROTOCOLS

Limiting Visitors

To limit contact between families and staff and to adhere to physical distancing recommendations, South Shore Community Center Nursery School (SSCCNS) will be suspending our open-door policy for families, visitors, and volunteers until further notice. Drop-off will happen in the vestibule of the school; pick-up will be from the playground or from the vestibule in the event of inclement weather. Parents will not be allowed into the building unless there is an emergency, in which case you must notify the director, you must wear appropriate personal protective equipment (PPE) and be screened as outlined below. Children on Individual Education Plans will continue to be serviced at the public schools or if necessary, the computer room of the Community Center can be used to deliver services. Vendors will be asked to

perform contactless drop-off. SSCNS reserves the right to screen any individual seeking admittance to our school.

Until further notice, we will not be holding any gatherings, events, or extracurricular activities.

Self-Screening

Prior to coming to school for the day all staff, families, caregivers, children, or anyone seeking entry to the program must self-screen at home. Self-screening includes checking for fever, cough, shortness of breath, gastrointestinal symptoms (diarrhea, nausea, vomiting), fatigue combined with another symptom, headache, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold. Anyone with a fever of 100.0F or above or any signs of illness will not be allowed to enter the program. Do not bring your child to school if you or the child is sick. If your child has signs of illness you must keep your child home until 72 hours have passed without the use of medication or with a doctor's note. Staff must confirm self-screening results prior to starting work daily and will not report to work if they are experiencing any of the outlined symptoms above.

Health Screening and Drop-Off Procedure

School will stagger drop-off and pick-up times to minimize contact between families. Times will be included with the enrollment packet.

Drop-off will be in the vestibule of the Nursery School. The adult that drops off the child must wear a mask or face covering. We ask that you wait outside at an appropriately socially distant manner (markers will be used to remind families of recommended social distancing) until the director calls you to the vestibule.

To facilitate contact tracing families must complete and sign a screening daily.

COVID-19 Symptom Screening List

Check for these symptoms every morning before you drop off your child and ask yourself if you or anyone in your household has come in contact with someone who tested positive for COVID-19 in the past 14 days. If any of these symptoms is present, please do not bring you child to school.

- Cough?
- Sore throat?
- Difficulty breathing?
- Gastrointestinal symptoms (diarrhea, nausea, vomiting)?
- Abdominal pain?
- Unexplained rash?
- Fatigue?
- Headache?
- New Loss of smell/taste?
- New Muscle aches?
- Any other signs of illness?

A screening form will require all families complete and sign daily. If any of the answers are yes, the child will not be allowed to enter the program and the child must stay home until the child is symptom free for 72 hours (without medication).

- The director will greet the child and family/caretaker at the entrance to the Nursery School. The director will conduct the required wellness screening. The screening will include a visual inspection of the child for signs of illness, which could include flushed

cheeks, rapid breathing (without recent activity), fatigue or extreme fussiness. The director will confirm that the child is not experiencing coughing or shortness of breath, (in the event a child in our care experiences or extreme difficulty breathing the SSCNS staff will call emergency services)

- When the child is cleared to enter the program a staff member will take them to their classroom. The child will wash hands and teachers will help the child settle into the school day

Pick-up will also be staggered. Teachers will dismiss children from the playground. We ask that you wait in line in a socially distant manner (markers will be used to remind families of recommended social distancing) while waiting for your child. In the event of inclement weather, families will form a line outside the Nursery School entrance and the director will call the children from their classrooms to be dismissed.

We will reevaluate drop-off and pick-up routines once we are back to school to optimize safety and efficiency.

Health Monitoring During the Day

Staff will monitor children throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, vomiting, abdominal pain, or unexplained rash. Children who appear ill or are exhibiting symptoms will be separated from the larger group and be monitored in the SSCC Conference Room, which is a quiet, separate space until the child can be picked up by the parent or caregiver.

Isolation and Discharge of Sick Children or Staff

If a child becomes symptomatic during the school day staff will notify administration and the child will be moved to the SSCC Conference Room. If possible, the staff member caring for the child will cover the child's nose and mouth with a face covering or mask. The staff member that stays with the child will wear appropriate PPE while attending the sick child. The room will have access to a separate bathroom designated for use by the sick child only. We will contact the child's parents and have the child picked up as soon as possible. The symptomatic child and parent will exit through the gym door of the Community Center.

If a staff member becomes symptomatic, they must cease childcare duties immediately and be removed from others until they can leave. Staff must regularly self-monitor during the day to screen for new symptoms. If new symptoms are detected in a staff member, SSCNS will follow the requirements above for safe discharge.

Exposure or COVID-19 Positive Children or Staff

If a child or staff member has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or staff member will not be permitted to enter the program. Exposed individuals must stay home 14 days after the last day of contact with the person who is sick. Sick children or staff who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return to school until they have met the exclusion protocols from the local board of health and have consulted with a health care provider. We will follow guidance from the local board of health on quarantine for other children and staff. We will implement any

additional precautions needed to ensure the program space is safe for our students and staff based on the guidance of the local board of health.

Medical Confidentiality

Since we are restricting access to the building by non-essential visitors, a positive case of COVID -19 will likely be a child or a staff member. Medical confidentiality laws restrict how much personal information we can share about the person who tests positive, including their identity.

For contact tracing purposes, the state and local health departments differentiate between "close contact" and "incidental contact". Close contact is defined as being within 6 feet of a COVID-19 positive person for longer than 10 minutes. Since our new health and safety protocols limit close contact within the program, reducing possible exposure, only some children and staff will have been in close contact with the infected person. People identified as close contacts will be contacted individually by SSCNS administration. Others (people not in close contact) will receive a group email and a notice in their child's backpack.

Procedure in a Positive COVID-19 Scenario at SSCNS

- Determine the date of symptom onset for the child/staff
- Determine which days, if any, the child /staff was at the school while symptomatic or during the two days before symptoms began
- Identify people who had close contact with the infected person
- Contact families with close contacts by phone, everyone else enrolled in school will receive a general email
- The entire school will be thoroughly deep cleaned per CDC guidelines
- People identified as close contacts must stay home for 14 days after the last day of contact with the infected person

Additionally, SSCNS will notify the following parties:

- Employees and families regarding exposure (while maintaining confidentiality). Close contacts will be notified by phone and all others will receive a general email
- The Local Board of Health
- EEC and the SSCNS licensor

If we have a suspected or confirmed case of COVID-19, the Board of Health will determine whether we need to close the school.

Travel

We ask that if you are traveling to a COVID-19 hotspot that you and your family self-quarantine for 14 days upon return. Also, if you have someone staying with you that has traveled from a COVID-19 hotspot that you and your family self-quarantine for 14 days.

ENHANCED HYGEINE

Handwashing

Staff will monitor, model, and teach handwashing. Children will be assisted as needed with handwashing. SSCNS has handwashing sinks in each classroom.

Handwashing instructions are posted above the sinks at the child's eye level with clear visual cues. Handwashing is the preferred and safer method to clean hands but when handwashing is not available hand sanitizer with 60% alcohol will be used with parent permission. Staff will model, teach, and supervise children when using hand sanitizer to ensure children do not put

hands wet with sanitizer in their mouths. Hand sanitizer will be stored securely out of the reach of children.

Proper handwashing procedure

Staff must know and follow the steps needed for effective handwashing

- Use soap and warm water to wash all surfaces of hands (front, back, wrists, between fingers) for at least 20 seconds
- Make sure there is visible lather
- Rinse thoroughly
- Dry hands with a disposable towel

Increased Handwashing

SSCCNS teaches, encourages, models, and reinforces correct handwashing protocols:

- Parents and caregivers should wash their own hands and children's hands before dropping off, prior to pick up and when they get home
- All individuals entering the building are required to immediately wash their hands

Staff and children must wash their hands with soap and water for 20 seconds after:

- Entry into or exit from program space
- When coming in from outside activities
- Before and after eating
- After sneezing, blowing nose, or coughing
- After toileting and diapering
- Before handling food
- After touching or cleaning surfaces that may be contaminated
- After using shared equipment
- After assisting a child with handwashing
- Before and after medication administration
- After contact with face covering
- Before and after wearing gloves

Coughs and Sneezes

Children, staff, and families must avoid touching their eyes, nose and mouth. Children will be taught to use tissues to wipe their nose and to cough into their elbow and wash their hands immediately after. Staff are trained to cover coughs and sneezes with a tissue then dispose of the tissue in the trash and wash their hands with soap and water.

Masks and Face Coverings

For Staff

SSCCNS staff are required to wear a cloth face covering while serving children and interacting with families.

Masks and face coverings will be washed daily and anytime the mask becomes soiled depending on frequency of use.

A supply of extra masks will be available in the director's office.

For Children

SSCC does not require children to wear a face mask or face covering; however, when possible and at the discretion of families of the child, SSCCNS will encourage the wearing of a mask for children who can safely and appropriately wear, remove, and handle masks. Therefore, we ask

that families send at least 2 masks for children to use during certain play scenarios such as 2 kids building blocks.

- Children under the age of 2 should not wear face coverings or masks
- When children can be safely kept 6 feet apart from others, they do not need to wear a mask
- Masks must not be worn when children are eating/drinking or sleeping. Masks do not need to be worn while engaging in active outdoor play if children are able to keep physically distant from others
- Children over 2 years must be supervised when wearing a mask. If wearing a mask causes child to touch their face more frequently, staff and families must reconsider whether the mask is appropriate

Families should provide the school with a sufficient supply of masks for their child to allow replacing masks as needed. Families should clean masks daily. Please send masks into school in a clearly labeled paper bag. Masks should be marked with which side of the covering should be worn outwards to ensure the mask is worn properly. If families are unable to provide masks SSCCNS will provide child's sizes masks.

Mask Exceptions

Exceptions for wearing a mask include situations that may inhibit an individual from wearing a mask safely.

- Children who cannot safely and appropriately wear, remove, and handle masks
- Children who have difficulty breathing with a face covering or who are unconscious, incapacitated, or otherwise unable to remove cover without assistance.
- Children with severe cognitive or respiratory impairments that may have a hard time tolerating a face mask
- Children where the only option for a face covering presents a potential choking or strangulation hazard
- Individuals who cannot breathe safely with a face covering, including those who require supplemental oxygen to breathe
- Individuals who due to behavioral health diagnosis or intellectual impairment are unable to wear a face covering safely
- Individuals who need to communicate with people who rely on lip reading

Gloves

SSCCNS will wear disposable gloves while performing the following:

- Diapering
- Food preparation
- Administering medication or first aid
- Screening activities requiring contact
- Applying sunscreen

Handwashing or the use of hand sanitizer before and after these procedures is always required.

Enhanced Guidelines for Cleaning Sanitizing and Disinfecting

Cleaning, sanitizing, and disinfecting classrooms will be the responsibility of the teaching and janitorial staff of SSCC. Toys will be rotated out of the classrooms after each session for cleaning and disinfection. Classrooms will be cleaned, sanitized, and disinfected between sessions. SSCCNS will intensify the routine cleaning, sanitizing, and disinfecting practices, paying extra attention to frequently touched objects and surfaces, including doorknobs, bathrooms, and sinks throughout the school day.

Indoor Areas

Proper guidelines are strictly followed when cleaning, sanitizing, and disinfecting

- Children will be moved to another area while disinfecting agents are being used
- All cleaning products used will be EPA Approved and will be used according to the directions on the label
- All sanitizing and disinfecting solutions are used in areas with adequate ventilation
- All cleaning products will be stored in the cabinets above the counter in the kitchen area of the school
- All cleaning products are stored separately from food
- Single use paper towels are used for cleaning, sanitizing, and disinfecting
- No sponges or cloths are used to clean
- Staff will wear gloves when cleaning, sanitizing, and disinfecting
- Staff will wash their hands after these procedures

Outdoor Areas

Children will use the playground one group at a time. Staff will clean, sanitize, and disinfect surfaces between groups. While children are outside staff will frequently clean and disinfect high touch surfaces including the play structure, tables, and benches.

Cleaning Areas after Potential Exposure

If an individual at SSCCNS has a confirmed or suspected COVID-19 diagnosis the CDC recommends closing off the areas visited by the ill person, opening and outside doors and windows, and using ventilating fans to increase air circulation in the area, then waiting 24 hours or as long as practical before beginning cleaning and disinfecting. Cleaning staff will clean and disinfect all areas such as classrooms, bathrooms, common areas, shared electronic equipment and machines used by the infected person, focusing on frequently touched surfaces.

How You Can Help

To keep our families, children, and staff safe we ask families to adhere to the following practices:

- **Stay home when sick:** if your child is sick, keep your child home until free of fever without medication or other symptoms for 72 hours or cleared by a medical professional. If you are sick, please arrange for someone else to drop-off and pick-up your child.
- **Wash your hands:** or use hand sanitizer often
- **Wear a mask:** or a face covering when in public. Face coverings are mandatory for adults in the South Shore Community Center Nursery School
- **Practice good hygiene:** cover your mouth with tissues or your elbow whenever you sneeze or cough, discard tissue in trash and wash your hands
- **Practice physical distancing:** maintain a physical separation of at least six feet from others

- **Limit Sharing:** avoid using other's phones, tools, and equipment whenever possible

Conclusion

The COVID-19 Pandemic is an ever-changing situation. **This document is a first draft and will be amended as new information and guidance is released.** Class groups will be released on July 15th. Enrollment packets including tuition information will be mailed out on July 15th. Your feedback is important, please feel free to contact me with any questions or concerns. Thank you for your support!

Resources

Cohasset Board of Health (781-383-4100 ext.5119)

Contact Mary Goodwin Public Health Nurse

Massachusetts Department of Early Education and Care (EEC)

<https://www.mass.gov/orgs/departments-of-early-education-and-care>

Center for Disease Control (CDC) <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Environmental Protection Agency (EPA)

<https://www.epa.gov/newsreleases/epa-cdc-release-guidance-cleaning-and-disinfecting-spaces-where-americans-live-work-and>

Disclaimer

The disclaimer below will be included in your enrollment packet. We ask that you review the information in the SSCNS Health and Safety Guidelines, sign and return the disclaimer with your enrollment documents.

The COVID-19 pandemic is an ongoing, rapidly developing and changing situation. South Shore Community Center Nursery School encourages all staff members and families to monitor publicly available information and follow federal, state, and local health organization guidance and government mandates. This plan demonstrates our best effort to increase safety at our school. Given the nature of the COVID-19 pandemic, particularly with respect to transmission by asymptomatic carriers, we cannot guarantee an environment free from COVID-19 or any other disease or virus. Despite our best efforts in following all applicable guidance, a parent, child, family member or staff member of South Shore Community Center Nursery School may be infected, with or without their knowledge, and may be unaware that they carry a virus putting others at risk of contracting COVID-19 or any other disease.

The information provided in this supplement was obtained from a combination of publicly available sources including federal, state, and local agencies. This supplement will be updated depending on current situations and as knowledge concerning COVID-19 grows. As there is yet so much to learn about COVID-19, please be advised that South Shore Community Center Nursery School can give no assurance to the accuracy or completeness of the information provided. Further, the information contained herein is provided for general informational purposes only and should not be construed as a contract or guarantee of performance or results. South Shore Community Center Nursery School will not be held responsible if any parent, child, family member or staff member contracts COVID-19.

I have read the above disclaimer and understand the content.

Signature _____

Date _____