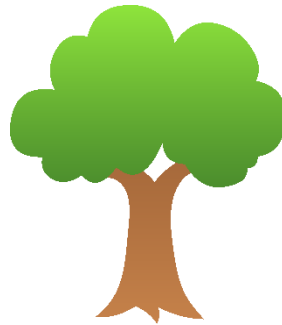


# Copeland Run Academy

## Health & Safety Plan

June 2020



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## INTRODUCTION

Copeland Run Academy is committed to the health and safety of our staff, students and their families. The following policies and procedures have been established using information and guidelines from the Centers for Disease Control and Prevention, the Pennsylvania Department of Health, the Pennsylvania Department of Education, the Pennsylvania Office of Child Development and Early Learning and the Chester County Health Department. All policies and procedures stated here within are subject to change as the guidance from these agencies may change. This Health and Safety Policy will be updated if and when changes occur.

### PANDEMIC TEAM

Staff members, Peggy Chilla and Jeanette Beauchamp will act as the Pandemic Coordinators. They will be responsible for the health and safety preparedness and response planning for Copeland Run Academy.

This includes:

- Identifying and creating a plan of action and response to a pandemic event
- Seeking information and guidance from appropriate government agencies
- Identifying and securing necessary materials and supplies
- Communicating with staff and school families

### COVID-19

The 2019 novel coronavirus (COVID-19) is a new virus that causes respiratory illness in people and can spread from person-to-person.

#### Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## **ARRIVAL TO AND DISMISSAL FROM SCHOOL**

### **ARRIVAL**

A staff member will conduct a symptom and temperature screening of each child before allowing him/her to enter the building. Any child who displays symptoms of illness or who has a temperature of 100.0 degrees F or higher will not be permitted to attend school that day.

Parents may be asked to answer questions about their child's health and/or exposure to COVID-19.

Parents will not be permitted to enter the building.

Upon entry, each child will wash his/her hands with soap and water. Handwashing will be under the supervision of a staff member to ensure a thorough washing for at least 20 seconds.

Staff members will also undergo temperature checks and thorough handwashing upon their arrival to school.

### **DISMISSAL**

Parents are asked to wait in or beside their car until they see the class is ready for dismissal. Parents may then approach the sidewalk and wait for their child to be released to them. Parents are asked to wear face coverings and adhere to social-distancing guidelines, remaining at least 6 feet away from others.

## **FACE MASKS**

In an update from the PA Department of Health dated July 6, 2020, children aged 2 and older are required to wear a mask or face covering when in a school entity. Children will be permitted to remove masks when eating or drinking and when engaged in activities where they are spaced at least 6 feet from others.

All staff members are required to wear face masks or coverings while at school.

## **HAND WASHING**

Children and adults are required to wash hands with soap and water upon arrival to school; before and after eating; after playing with toys; after playing outside; after sneezing, coughing or blowing their nose and at any time a staff member deems necessary.

Hand sanitizers, containing at least 60% alcohol, will only be used with children when soap and water are unavailable and will always be dispensed and supervised by an adult.

## **CLASSROOM ENVIRONMENT**

### **LIMITING CONTACT**

Students will not be permitted to bring backpacks, tote bags or other items from home to school.

Each child will be provided with a bin labeled with his/her name to stow his/her belongings such as spare clothes, boots, lunchbox, hat and sunglasses, if needed.

Separate containers of supplies (scissors, crayons, etc.) will be provided for each child and labeled with his/her name so that school supplies are not shared with others.

Separate containers of some play items, including playdough, will be provided for each child and not shared with others.

### **DISTANCING**

To achieve adequate distancing and limit contact, it may be necessary to adjust attendance schedules and/or class times. Parents will be notified if any changes need to occur.

Students will be divided into small groups. Each group will stay together with the same staff members throughout the day and not mingle with other groups, including during time spent outdoors.

Each group will meet in a separate area.

Spending time outdoors will be a priority. Groups will spend as much of their time outside as is feasible for the planned activities and as is appropriate for the weather.

During time spent indoors, activities will be arranged throughout the room to allow for as much distancing as possible.

When there is a need to be seated at a table, students will be arranged to allow for maximum distancing as is feasible and appropriate.

## **CLEANING**

Tables will be cleaned and disinfected after playtime and before and after snack and lunch.

Bathroom facilities will be wiped down with disinfectant after each use.

Classrooms will be vacuumed at the end of each day.

All trash will be emptied each day.

All surfaces within the classrooms will be cleaned and disinfected at least daily.

Toys will be used for one session then cleaned, disinfected and stored. Toys will be rotated to allow time between uses.

Toys that cannot be safely or easily cleaned, such as those made of porous materials, will not be made available at this time.

Windows will be opened, as weather permits, to allow the circulation of fresh air.

## **SICK POLICY**

Any staff member or child who does not feel well will be required to stay home.

Any staff member or child who displays signs of illness while at school will be sent home. A child who becomes ill at school will be moved to a separate room with a supervising adult until a parent or caregiver arrives for pickup.

Any staff member or child who has had vomiting, diarrhea or fever may not return to school until all symptoms are clear for at least 48 hours without the use of fever-reducing and anti-diarrheal medications.

To protect students and staff at higher risk for severe illness, consideration will be given for flexible scheduling options.

Staff will be trained on identifying and responding to symptoms of COVID-19 as well as other illnesses.

If any of our staff or students become infected with COVID-19, we will follow recommended procedures from the CDC and state and local health departments for cleaning and closure. We will communicate the details and recommended actions to our families.

## **EDUCATION AND COMMUNICATION**

Guidelines for hygiene practices will be shared with staff and students. Teaching and reinforcing proper handwashing, covering sneezes and coughs and properly wearing a face covering will be ongoing.

Relevant and appropriate signage will be posted in highly visible locations to encourage behaviors that mitigate the spread of COVID-19.

Through regular communication with staff and parents, we will share information about protective measures to stop the spread of germs and appropriate behaviors that prevent the spread of COVID-19. Communication will be made via email, Facebook messages and posting on the school website.

## **VISITORS**

Families who are interested in enrolling their child at Copeland Run Academy and wish to visit the school, will not be permitted to visit while students are present. Appointments will be made for times when school is not in session.

Therapists or aides who need to meet with a student during school hours, will be required to have their temperature taken and wash hands upon entry, just as our staff members do. When possible, depending on the type of service a child is receiving, the therapy session will take place in an isolated room away from classes.