



# **Belmont Academy**

## **COVID-19 Policy and Procedures Handbook**

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## Emergency Child Care License

Oregon Governor's Executive Order 20-19 maintains that all licensed child care facilities are required to close unless approved to provide Emergency Child Care by the Office of Child Care. The order remains in effect until lifted by the Governor and requires providers to operate under conditions outlined in the order and ELD's updated temporary order memo, which include:

- Prioritizing child care for individuals in the essential workforce.
- Assigning children to "stable" classroom groups.
- Adhering to health and safety guidelines developed in partnership with the Oregon Health Authority.

## Belmont Academy Hours of Operation: 8am – 5pm

### Drop-off/Pick-up Procedure

- Adults and children of kindergarten age or older, are required to wear face masks at all times.
- Families will drop-off and pick-up their child at the outside door to their child's classroom.
  - Teachers will conduct a daily health check at check in.
  - Please call the office if you need assistance with check-in/out have a payment or medication to drop off.
  - Families are asked to maintain 6 feet apart while waiting to check-in/out.
  - Only children and staff may enter the building\*
  - lunches may be given to teachers.

\* Parents are allowed to enter the building if deemed necessary, but a mask must be worn, health check preformed and parents must keep 6 ft distance from others. Breastfeeding parents will have a designated space away from children and staff.

### Bedding and Children's Belongings

- Please bring your child's bedding in a disposable bag. Pillows and stuffed animals will not be allowed.
- Bedding will be sent home at the end of each week to be washed and returned the following Monday.
- Please bring an extra set of clothing for your child in a gallon size zip lock bag.
- A water bottle may be brought for use throughout the day and will be sanitized daily on site.
- Toys from home cannot be accepted. Sorry, no share day.

### Contact Tracing

Daily records with the following information will be kept on file to provide detailed contract tracing:

- Child's name, drop off/pick up times, accompanying adult, staff that interact with stable groups of children, documentation of health check completed.

### Stable Classroom Groups

Young children are likely unable to practice physical distancing. Therefore, maintaining stable groups is critical.

Stable Classroom Staff

- Staff will remain consistent with the same stable group of children.
- Only staff necessary to class functions and child ratio requirements should enter the classroom.
- Utilize the same floaters within the same stable group(s) of children whenever possible.
- Ensure all staff including substitutes and temporary staff are trained in COVID-19 related protocols prior to beginning work.

### Physical Distancing

Staff must practice physical distancing of 6 feet with other staff who are not within the same stable group.

Outdoor activities will be provided when possible, with no more than one stable group of children in one outside area at a time.

Daily activities and curriculum should support physical distancing, striving to maintain at least 6 feet between children during activities when possible. For example, adjust program in the following ways:

- Cancel or postpone all field trips
- Reduce time spent in whole group activities
- Limit the number of children in each program space, such as learning centers
- Increase the distance between children during table work
- Plan activities that do not require close physical contact between multiple children
- Limit item sharing and provide children with their own materials and equipment if possible (e.g., writing utensils, scissors, highchairs)
- If items must be shared, remind children to wash their hands with soap and water or use sanitizer after use
- Items should be sanitized between uses
- Discontinue the use of water or sensory tables
- Minimize time standing in lines and take steps to ensure that distance between the children is maintained
- Incorporate additional outside time
- Maintain at least 36" between nap mats/cots and sleep head-to-toe

### **Hand Washing**

- Wash hands frequently (e.g., arrival, before and after meals, after coming inside, after sneezing, touching face covering, blowing nose, or coughing) with soap and water for at least 20 seconds.
- Except for diapering/bathroom use, or when eating, preparing, or serving food, hand-sanitizing products with 60-95% alcohol content may be used as an alternative method to hand washing. Hand sanitizer must be stored out of reach of children when not in use.
- Provide easy access to soap and warm water for hand washing for all children and staff.
- Avoid touching your face and face covering.
- Cover coughs and sneezes with a tissue and throw the tissue away immediately.
- Wash hands or change gloves before and after applying sunscreen to children.

### **Use of Face Coverings by Adults in Child Care Settings**

All staff, contractors, other service providers, or visitors or volunteers who are in the facility must wear a face covering. Face coverings must follow CDC guidelines. A new, clean face covering must be worn daily.

### **Use of Face Coverings by Children in Child Care Settings**

All children, who are in grades Kindergarten and up, who are in the child care facility must wear a face covering.

Children between two years and Kindergarten may wear a face covering if: requested by the parent/guardian, the face covering fits the child's face measurements, and the child is able to remove the face covering themselves without assistance.

Sleeping children or children under age two will not be permitted to wear a face covering.

### **Additional Cleaning**

Belmont Academy will follow all OHA-ELD developed sanitation protocols found within the Health and Safety Guidelines for Child Care and Early Education Operating During Covid-19 manual.

Staff are provided with additional COVID-19 sanitation training and updated as needed

### **Screening and Detecting Symptoms**

We will conduct a daily health check for any children, staff, and any other person (parent, maintenance, etc.) coming into the program, by asking all entering adults and children (or, if the child is not able to reliably answer, ask the adults who are dropping off the child):

Do you or your child have any of the following symptoms:

- Unusual cough
- Loss of taste or smell
- Shortness of breath
- Fever

Have you or your child been exposed to a positive case of COVID-19 in the past 14 days?

Have you or your child been exposed to a presumptive case of COVID-19 in the past 14 days?

## COVID-19 Illness Exclusion & Response

A provider must exclude staff and children for COVID-19 symptoms or cases as follows:

### **The adult or child has had an illness with fever, unusual cough, or shortness of breath in the last 10 days**

- Unusual cough means out of the ordinary for this person – e.g., not usual asthma, allergies, common cold.
- Fever means 100.4 degrees Fahrenheit or more, without the use of fever reducing medication.
- The individual must stay away from child care for 10 days after onset of symptoms and 24 hours after both fever and cough resolve, without the use of a fever reducing medication.
- The 10-day rule for exclusion applies if the persons tests positive, or does not get tested.
- If a child or staff member with symptoms of COVID-19 tests negative, they may return 24 hours after resolution of cough and fever without the use of fever-reducing medication.
- If a child or staff member with symptoms of COVID-19 is advised by a medical professional they may return to care (e.g., diagnosed with something else and given antibiotics), they are allowed return to care. Documentation from the medical professional is required. The person must be fever-free for at least 24 hours.

**If a person develops these symptoms while at the facility or learns they have been exposed to a positive case while at the facility, they will be sent home as soon as possible, and separated from others until they can leave the facility**

### **The adult or child has been exposed to someone with a current *presumptive or positive COVID-19 case***

- An exposure is defined as an individual who has close contact (less than six feet) for longer than 15 minutes with a COVID-19 case.
- A presumptive case is defined as a person who was exposed to a positive COVID-19 case and developed symptoms.
- The exposed person must quarantine for 10 days. Start counting 10 days from the last time they had contact with the person with the presumptive or positive COVID-19 case.
- For presumptive cases only, if the exposure was to a presumptive case of COVID-19, exclusion is required only if the adult or child was exposed in the 10 days after the COVID-19 presumptive person started having symptoms. This is the period they would be infectious.

**If a child or staff member has symptoms of diarrhea, vomiting, headache, sore throat, or rash, they must be excluded and advised to consult a medical professional.**

- If seen by a medical professional and are cleared, they may return to the program following the documented direction of the medical professional.
- If not seen by a medical professional, they may return 24 hours (48 hours in the case of vomiting or diarrhea) after resolution of symptoms.

**In the event of a confirmed case of COVID-19 within the facility we will:**

1. Notify the appropriate program staff, in addition to the local public health authority and the Office of Child Care if you are a program that participates in
2. Communicate, in coordination with local public health authority, with all families and other individuals who have been in the facility in the past 14 days about the confirmed case.
3. Ensure, that all children, staff and others exposed, do not come to the facility and are informed about the need to be quarantined.
4. Decisions about required closure will be made in conjunction with ELD staff and the local public health authority.

## Tuition and Payment Policies

- **REGISTRATION/DEPOSIT:** A \$150 non-refundable registration fee will be charged to each child upon enrollment. If the child's projected start date is longer than two weeks, one half month's tuition will be required as a non-refundable deposit. This deposit will be applied to the first month of care.
- **TUITION PAYMENT:** Tuition is due in advance on the first of the month unless other arrangements have been made. There will be a \$25 late fee on any tuition paid after the due date. Tuition payments must be made within five days of the due date in order to continue school privileges. If you would like to pay twice a month, one half tuition is due on the 1st and the remainder by the 15th. **Tuition rates are subject to change with 30-day notice**

given by center.

- **LATE PICK UP FEE:** Children who are not picked up by our 5:00 pm closing time will be charged **\$4.00 per minute, per child until picked up.**
- **RETURNED CHECKS:** There is a \$25 charge for returned checks.
- **VACATION:** Students will be awarded 2 weeks (2 x the # of enrolled days) vacation credit each September. Families enrolling in March through May will be awarded 1-week vacation after attending for a minimum of two months. Vacation credit must be used a week at a time and may not be applied for days the student is in attendance. Vacation credit may not be carried over. To receive your vacation credit, you must advise us of vacation plans at least two weeks in advance and preferably prior to billing period.
- **ILLNESS:** Full tuition is due for absence due to illness, emergency closures, or absence from school.
- **WITHDRAWAL:** 30 days written, pre-paid notice is required.
- **EXTRA DAYS/DROP IN DAYS:** Extra days **may** be available upon request. Extra days will be charged at the current hourly rate (\$10) or daily rate (\$50) depending on the number of hours in attendance.
- **BEFORE/AFTER CARE FOR SCHOOL-AGE CHILDREN:** There will be an extra \$25 charge for attendance on no PPS school closure days. You will be charged **\$20** if you fail to advise Belmont that your child will not need to be picked up from school.
- **HOLIDAYS:** The center is open year-round. Full tuition is due for scheduled closures. Rates have been calculated to accommodate these closures.

Absences Refund Policy:

Belmont Academy does not offer tuition refunds or discounts when children are absent from care due to illness.

**To minimize contact, Belmont Academy’s office will be closed to families**

**Please leave a check with office staff or call in a credit card payment  
by the 1<sup>st</sup> of each month**

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**Belmont Academy Covid-19 Handbook Agreement and Understanding**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. As a result, The Oregon Department Of Education’s, Early Learning Division in the conjunction with the Oregon Health Authority and the State of Oregon, have developed temporary changes to the child care rules. We are doing everything we can to be compliant with all regulations and ensure your family’s safety. We are following the Safety Procedures and Guidance for Child Care Facilities and Other Early Learning Programs Operating During COVID-19, which includes preventative measures and sanitation protocols to reduce the spread of COVID-19, but we cannot guarantee that you or your family members will not become infected with COVID-19.

By participating in programs, services, and activities of Belmont Academy, you agree to the following:  
On behalf yourself and your family, you hereby release, covenant not to sue, discharge, and hold harmless Belmont Academy, its employees, agents, and representatives, of and from all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating to your participation in our programs, services or activities. You understand and agree that this release includes any claims based on the actions, omissions, or negligence of Belmont Academy, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in our programs, services or activities.

I have read and agree to follow the policies and procedures of the Belmont Academy COVID-19 Handbook.

Signature \_\_\_\_\_

Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_