

# The Beechwood School

## Covid-19 Protocol Summary

2020-2021

The safety and well-being of your child is important to us! We recognize the importance of your entrusting the care of your children in our program. Accordingly, we wanted to make sure that you are aware of all the practices we have implemented in order to keep our program clean and to minimize the spread of germs.

***Thank you for your understanding and patience as we implement these new Policies and Procedures.***

### Check-In

- All adults must wear face masks.
- Families are greeted at the door where social distancing of 6' must be maintained during check-in process. Markers note distance both inside and outside of school where families may wait their turn.
- One family is greeted at a time and allowed in foyer to proceed with check-in.
- Parents and other family members are not allowed past the foyer.
- A trained staff member takes the temperature of the child(ren) and ask parents the following questions:
  - Has your child been administered fever reducing medication today?
  - Does a household member or someone who you have had close contact with been diagnosed with COVID-19 within the past 14 days?
  - Does your child have symptoms of fever, cough and/or shortness of breath, difficulty of breathing or new loss of taste/smell?
  - Does your child have at least 2 symptoms of chills, shivers, muscle aches, sore throat, nausea/vomiting, diarrhea, fatigue, congestion/runny nose?
  - Has your child traveled to an area of high community transmission?
- Children are escorted to their classroom by a staff member.
- Once at class, the children will wash their hands before joining class activities.
- Parent/ caregiver will log child in for day using touch screen computer.

### Pick Up

- Pick up person must be parent or person designated on long term departure form.
- Pick up person will log out child.
- That person will be directed to the child's pick up spot &/or your child will be brought to you.

### PPE

- Staff will wear face masks.
- All staff will have access to PPE should a situation arise in which PPE is necessary.
- Staff will use gloves as needed, such as, distributing food, helping in the bathroom, etc.
- Children will be encouraged but not mandated to wear face coverings unless the parents wish.

### Healthy Environment

- Classes' numbers are kept smaller which fall within state guidelines.
- All classrooms are self-contained which reduce the possibility of viral transmission.
- The number of toys in the classrooms are reduced and rotated to permit frequent washing & sanitizing.
- Toys will not be shared with other classes.
- No toys should be brought from home unless it is needed for comfort and will not be shared.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with at least once daily or as needed.
- Tours for prospective families or visitors will only be permitted in a limited manner.
- Limited comingling of children is permitted later in the day when numbers decrease substantially.
- Children will be strongly encouraged masks if they are part of a comingling group.
- Enhanced deep cleaning will be performed every night in all areas, on all touched surfaces.

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## Healthy Environment (cont.)

- Staff will wash/scrub their hands and children's hands frequently at key transition times as this is recommended by the CDC as the most effective measure to reduce the spread of germs:
  - when arriving for the day
  - before and after meals
  - after toileting
  - after being outside

## Child Health

- All families, even returning families, must notify the office of any allergy your child may have.
- Staff has received education on COVID-19 symptoms, as well as, preventive measures.
- Children must remain home with a fever for 72 hours after it breaks with no fever reducing medication.
- If child develops sniffles or symptoms without fever, we appreciate family watch child at home for 24 hours.
- Children who start to experience symptoms of respiratory illness, including a fever of >100.4 while at child care, will be isolated from other children until they can be picked up.
- Parents may be contacted and children may also be sent home for symptoms of illness not related to COVID-19.
- Pick up arrangements must be within 30 minutes of notification.

## Snacks & Lunch

- Reminder: **Beechwood is a Nut Free School!**
- All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA-approved products
- All staff will wash hands before and after snack preparation and serving of lunch.
- Children will eat snack and lunches in their classrooms.
- Each child's snack and water will be provided by Beechwood and served by staff.
- To minimize the spread of germs, food preparation of lunch and family style lunches has been suspended.
- *Families are required to provide lunch for their children.*
- *Food may be packed in a labeled lunch box or a labeled disposable bag.*
- *Lunches cannot require heating or refrigeration.*
- No peanut butter or tree nut butter (almond) are permitted for lunch. If substitute butter is used please label ingredient on sandwich packaging.
- Beechwood will provide a choice of water or milk for lunch.
- Class snacks for birthdays, etc. must be store bought and individually wrapped. See office for ideas.

## Tuition

- Tuition is payable in 10 monthly installments August – May.
- If you choose to keep your children at home, tuition credit will not be granted.
- At this time, if the state forces a closure for an extended period of time, partial tuition will be retained.

## Staff Health & Wellness

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share their phone, devices or meal or utensils with one another or children.
- Staff will have their temperature checked at the beginning of each shift as well as self-monitor for signs and symptoms of COVID-19 and notify the office if any develop (fever or respiratory symptoms).
- Staff will wash their hands immediately upon entering the program.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

## Communication

- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify key family contact by email, text or phone call.
- You may follow our homepage for program updates.
- Our goal is to minimize disruption while keeping you, your family and our staff healthy and well. 10/20