



## COVID-19 Addendum to The Vine Preschool Handbook

### Reopening Procedures:

Our goal is to transition back to operation without negative impact to children and families.

The Virginia Department of Social Services has prepared guidance and information to assist in this effort:

- In Phase I, which began Friday May 29, child care programs will continue to be required to implement social distancing strategies and limit capacity to 10 individuals per room, including staff.

The safety and health of children, families, and staff is at the forefront of what we do.

Our desire is to create and maintain a sense of normalcy for your children.

### Hours of Operation

We had to adjust our childcare hours of operation from 6:30am-6:00pm to the **updated hours of 7:30am-4:30pm** because we cannot combine classroom groups and we will maintain the same classroom groups from day to day. Our goal is to keep groups of children together with consistent staff so that if there is an exposure, a limited group of children and staff is impacted.

The Virginia Department of Social Services is working diligently to respond to the needs of children and families, while implementing guidelines that align with public health directives.

*We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic.*



We will consult our local health department for guidance on specific situations on whether it is appropriate for our program to open or reopen if there is a confirmed case of COVID-19.

### **Classroom Access**

We see our centers as safe and clean places for children to learn and grow. We also want you and your children to continue to have the best possible pick-up and drop-off experiences, including great conversations with teachers. However, at this time and until further notice, we will be retrieving children outside of the building and will be unable to let parents into the building nor any other individuals authorized for pick up.

Although parents/families cannot come into the building at this time, we have posted signs (and will continue to email signs and information on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.

### **Drop Off and Pick Up Procedures**

When parents arrive, the Director or one additional assigned staff member will come out to meet you half way as you walk your child towards the preschool entrance. The parent's temperature will be taken and recorded then the child's temperature will be taken and recorded. If either the Parent or child has a fever of 100.4 F or higher, the child will not be able to enter school. Your child's temperature will be taken three additional times throughout the day; before nap, after nap and at pick up in the presence of the person who is picking up the child. At pick up, your child's hands will be washed again before they exit the building and the adult who is picking up the child will have their temperature taken and recorded then the child's temperature will be taken and recorded.

(All staff members will have their temperatures taken upon arrival and one oximeter reading will be recorded daily)



### **Oximeter Readings**

No one at The Vine Preschool is in the medical profession but from what we are learning about the coronavirus is that it has affected the lungs of some people, the heart of some people and/or some organs in other people. We are also learning about a new type of coxsackie virus occurring in children as an “overactive immune response” after having had asymptomatic COVID-19 in some cases.

We have decided that once daily, the staff and the children will have their oxygen levels read by an oximeter to measure their oxygen saturation levels. Doing this daily will help us observe and respond when there are substantial changes in the oxygen levels or heart rate. Our response would be to contact the parents if we observe any unusual changes in the oximeter readings.

Sources:

<https://blogs.webmd.com/webmd-doctors/20200428/what-is-a-pulse-oximeter-and-can-it-help-against-covid19>

<https://www.cbsnews.com/news/coronavirus-pulse-oximeter-device-oxygen-levels/>

### **Traveling Domestically or Internationally**

At this point, traveling anywhere by airplane or any other form of transportation can increase risk for exposure. If anyone in your household plans to travel anywhere using any form of transportation, you must inform the Director of the travel plans and destination. This includes notifying us if you will have family members or friends staying at your home for any duration of time. For example, even if you are “just” going to Richmond to visit a relative or “just” going to the beach for the weekend or plan to attend a gathering where there will be 20 people or more (even with social distancing measures in place) we would like to be notified for the purpose of contact tracing. If traveling by airplane to any destination even for just the day, please also inform the Director of the departure, layover and arrival airport locations. This also includes anyone with pick-up or drop-off privileges.



### **Suspected Case of Coronavirus**

Anyone with a **suspected** case of coronavirus must remain out of our center for 14 days or until receiving medical clearance to return. This includes anyone with pick-up or drop-off privileges. Once the individual returns we'll welcome them back to our center at the end of 14 days if they haven't experienced any symptoms. If there were symptoms, they'll need to notify us and get medical clearance before returning.

### **Confirmed Case of Coronavirus**

Anyone with a **confirmed** case of coronavirus must remain out of our center for a minimum of 14 days and they will need medical clearance to return. This includes anyone with pick-up or drop-off privileges. Once the individual returns we'll welcome them back to our center after a minimum of 14 days and they must obtain medical clearance including a negative test result before returning.

### **Close Contacts**

Anyone who has been in close contact with people who have traveled, or with someone with a suspected or confirmed case of coronavirus, must remain out of our center for 14 days after contact. Please communicate this to our Director immediately.

For COVID-19, a "close contact" is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html>

Anyone living in the same household, as well as those who may be staying there or are present on a regular basis, like nannies or caregivers, are considered to be in close contact. We will welcome them back to our center at the end of 14 days if they haven't experienced any symptoms. If there were symptoms, they'll need to notify us and get medical clearance before coming back. (This information is subject to change).



### **Exclusion for Illness Policy**

We will continue to be diligent about enforcing our existing policy of excluding sick children and employees. While we understand the additional burden this may cause, staying home when sick is one of the best ways to stop illness from spreading.

If your child has had a fever or trouble breathing, we ask that you seek medical attention for your child, and we also recommend they stay home until they've been symptom-free and for fevers of 100.4 or higher, they can return to school once they are fever-free without the use of fever reducing medication for 48 hours. This also applies to cases of diarrhea or vomiting. Prior to COVID-19 the requirement was after 2 consecutive loose stools or 2 consecutive vomiting episodes, children could return after 24 hours of no episodes but now the requirement for return will also be after 48 hours of no episodes.

If a child or teacher begins to show symptoms of coronavirus or any other illness, we'll follow our exclusion for illness policy. In that case, the child or teacher would be asked to return home, see a doctor, and partner with the local health department to obtain a recommendation on how to proceed.

- Again, we will notify the local health department and our licensing inspector and follow all recommendations if there is confirmation of a positive case of COVID-19.

We will make sure to keep a list of all individuals who may come in contact with children if notifications are needed.



- **Staff or children with fever of 100.4° F or higher, cough, or shortness of breath must be excluded from child care facilities and isolated from others.**

**Children with a fever cannot return to school until they are fever-free without the help of a fever reducer for 48 hours and depending on the situation or illness associated with the fever, there may be occasions when the child may not be able to return until they are fever-free for 72 hours and this will be determined on a case by case basis.**

Children with household members who are known to have COVID-19 will be excluded from the child care facility for a minimum of 14 days. There may be various circumstances when we will ask that your child be tested for COVID-19 before returning to school. Licensed programs are already required to follow these guidelines.

- Facilities with a confirmed case of COVID-19 among their population will follow the closing duration and guidance advised by local health officials first.

### **Regarding Staff**

- We understand that staff need to protect their personal health at all times.

Everyday upon arrival the Staff will have their temperatures taken. They will also have their oxygen levels measured by an oximeter to check their oxygen saturation levels.

- We have clear policies aligned with the health department and Centers for Disease Control and Prevention (CDC) guidance regarding when staff should stay home and when they are able to return to work after illness or exposure to COVID-19. We will be sure to communicate with families if a member of our staff becomes exposed to or develops symptoms related to COVID-19. In that case, we will require that the staff member be tested and we will immediately contact the health department and follow their guidance as it relates to closing the classroom or school as well as the duration, and we will also follow the contact-tracing guidelines accordingly.



### **Health and Hygiene Practices**

As always, we're following our existing hygiene and cleaning procedures, including disinfecting high-touch surfaces like door handles, and rotating toys so we can sanitize them even more frequently.

As part of our daily curriculum, we continue to emphasize the importance of hand washing and align with **recommended 20-second hand-washing techniques**.

We're reinforcing this action with children multiple times throughout the day.

### **COVID-19 Staff Training-Ongoing**

- All of the staff have been trained and have also been provided with information related to program policies and procedures associated with COVID-19.
- As a staff, we will continue to educate ourselves on the updates and developments as it relates to COVID- 19.
- We will establish and continue communication with local and state authorities to determine current mitigation levels in our community.
- We will also check state and local health department notices daily about spread of COVID-19 in the area and adjust operations accordingly.
- We will follow CDC's Guidance for Schools and Child Care Programs.

### **Classrooms**

- During Phase One, we will limit capacity to 10 individuals per room including any staff.

We will also comply with all age-related adult:child ratios.

- We have implemented enhanced social distancing measures
- We have always had thorough cleaning and sanitizing procedures but we have implemented robust policies and procedures for increased handwashing and cleaning and sanitizing frequently touched surfaces.



- We will continue to take temperatures and check symptoms for staff, parents and children upon entry each day and ask if medications were used to lower the child's temperature and if there are any household members with COVID-19.

**We will conduct regular health checks of staff and children to look for symptoms of sickness or fever.**

We will separate symptomatic individuals until they are picked up from the facility.

- We will continue to clean (with soap and water) and disinfect surfaces with EPA-approved disinfectants, including porous and non-porous surfaces, electronics, linens and clothing according to the CDC's Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes and Cleaning and Disinfection for Community Facilities.
- We will avoid using items (e.g., soft or plush toys) that are not easily cleaned, sanitized, or disinfected.

***During this time children will not be able to participate in dress-up play nor communal sensory activities.***

- All staff members will wear face coverings at all times and children over age 3 years old should wear face coverings within the facility.
- In addition to handwashing, we will use disposable gloves frequently including when (but not limited to) screening children for illness.
- To the extent possible when washing, feeding, or holding very young children, the Caterpillars (Baby Room) staff will wear an over-large, button-down, long sleeved shirt and wear long hair up or use a hairnet.
- We will practice social distancing to the maximum extent while still allowing for the care of children. Staff need to be in close proximity to children when providing care; however, we will keep children at least 6 ft. apart from each other and limit physical proximity as best as they are able.
- We will implement individual activities for each child.



- We have physically rearranged the classrooms to promote individual play.
- We have always fed our children in their individual classes but now we have arranged tables and chairs to ensure that there is at least six feet of space between children, and we will continue to clean and disinfect tables between lunch shifts.
- We have incorporated increased outside time as much as possible while adhering to current restrictions and allow ample time for fresh air.

We have staggered recess and play outside one classroom at a time. We will clean and sanitize surfaces on the playground equipment between each class.

- We will limit item sharing, and we have individualized teaching materials to those that can be easily cleaned and disinfected at the end of the day or more often as needed.
- We will keep each child's belongings separated and in individually labeled storage containers, gallon-sized Ziploc bags, cubbies, or areas and we will be washing the blankets and sheets going forward.

**If clothing needs to be changed or blankets/sheets/bouncer covers become soiled by bodily fluids, we will send it home to be washed and we request that the items be returned clean the next day, please.**

- We have ensured that art/activities supplies and equipment are specifically put together for each child's individual use in individual cases to minimize sharing of high touch materials and we will clean and disinfect their individual items at the end of each day.
- Children may not bring into school any items from home and at school they will not share toys, books, games, or learning aids.
- We will prevent risk of transmitting COVID-19 by avoiding immediate contact (such as shaking or holding hands, hugging or high-fiving).



## Parent or Guardian COVID-19 Addendum to the Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the COVID-19 addendum which contains the policies and procedures for The Vine Preschool during Phase One of reopening. After reading the addendum to the handbook, please complete the form below and return it to the school in person or via email by the first day that your child resumes attendance. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

I, \_\_\_\_\_ (print your name), the parent/guardian of \_\_\_\_\_ (print child's name), hereby acknowledge receipt of The Vine Preschool Covid-19 addendum. I understand that the staff will do everything possible as listed in the addendum. I also understand that this is an unprecedented time that has proven to be unpredictable and uncontrollable and I acknowledge the risk factors associated with activities outside of the home, including childcare. I further understand that due to:

-the unknown factors associated with the spread and contraction of COVID-19 way in which COVID-19;

-the unconfirmed incubation period;

-the lack of understanding around asymptomatic individuals spreading the virus while displaying no symptoms;

The staff will mitigate risk by enforcing the new policies, practices and procedures that are aligned with the CDC guidelines, Virginia state guidelines and licensing procedures.

I have read and agree to adhere to all the policies and regulations set forth in this COVID-19 addendum.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_