

## COVID-19 Public Health Emergency Operating Policies and Procedures

The following policy and/or procedural changes will be followed by Union Memorial Preschool as set forth by the Connecticut Office of Early Childhood (OEC) during this public health emergency, and for as long as it is deemed necessary. As the situation continues to evolve, Union Memorial Preschool will always abide by the requirements set forth by the OEC, CDC and the local and state Departments of Health. While we understand that some of these requirements might not be ideal for the traditional “child care” setting and might cause disruption to your day, know that everything we are doing is to reduce the risk of spreading any infectious disease. While the provisions listed herein will be our current operating procedures, please be advised that things may change day to day. Union Memorial Preschool is doing everything we can to keep all our children and staff safe and healthy. If at any time you decide to disregard or do not agree to follow any of the policies and procedures, then care for your child will be immediately terminated.

### HEALTH SCREENING

All staff and children are required to be screened for any observable illness, including cold, cough, respiratory distress, to confirm temperature below 100.0 degrees Fahrenheit, and to answer a series of health screening questions before entering the building

On your first day of camp, you will be asked

- Have you or a member of your household had any of the following symptoms today or in the past 14 days?
  - Fever of 100.0 degrees Fahrenheit or higher
  - Dry Cough
  - Shortness of Breath
  - Chills
  - Loss of taste or smell
  - Sore Throat
  - Muscle aches
  - Rash
- Have you been in contact with someone who is thought to have or has tested positive for COVID-19 in the past 14 days?
- Have you been instructed by a medical professional to self-quarantine due to possible exposure to COVID-19?

Questions that will be asked daily:

- 1. Has your child had any signs of illness in the past 24hrs?
- 2. Have you or anyone you live become ill in the past 24hrs?
- 3. Have you or someone you live with being tested for COVID-19 or tested positive for COVID-19?

If you answered “yes” to any of the above questions, then your child will not be allowed to enter the facility. Your child will not be allowed to enter the facility until you can answer “no” to all of the above questions. If your child’s health condition is due to a pre-existing condition (e.g., wheezing due to asthma), then a doctor’s note may be required to confirm the same. Please be advised, your child may not be allowed to attend until the note from the doctor is received.

If you answered “no” to all of the above questions, then your child’s temperature will be taken. If the temperature reading is below 100.0 degrees Fahrenheit, your child will then be permitted to attend for the day and allowed to enter the drop off area for that day. If your child’s temperature is 100.0 Fahrenheit or greater, then your child will not be allowed to enter the building per Executive Order 7Q. Furthermore, if your child does have a temperature of 100.0 degrees Fahrenheit or greater, then they must contact the child’s doctor. The child may return after 48hrs if they are fever free without fever reducing medication. Child must have a doctor’s note to return.

Temperatures will be taken using an infrared thermometer. Staff will wear gloves and a mask when taking temperatures.

#### SICK CHILD

If, during the day, any of the following symptoms appear, then your child will be separated from the rest of the people in the center. You will be contacted immediately and **MUST pick up your child within 30 minutes of being notified. If you do not pick up within 30 minutes you will be charged \$5 per minute late and your child’s attendance at camp in future will be under review.**

Symptoms include:

- Fever of 100.0 degrees Fahrenheit or higher
- Dry Cough
- Shortness of Breath
- Chills
- Loss of Taste or Smell
- Sore Throat
- Muscle Aches
- Rash

While we understand that many of these symptoms can also be related to non-COVID-19 related issues, we must proceed with an abundance of caution during this public health emergency. If your child becomes ill, you must consult your child’s doctor. If a COVID-19 test is ordered your child must remain out until the results return. If the results are negative child may return with doctors note and following our policy symptom guidelines. If a the COVID 19 test is positive, child must remain out for a minimum of 14 days and have a doctor’s note.

All other sick policies set forth in the Union Memorial Preschool Parent Handbook will continue to be followed as well in addition to this policy.

## DROP OFF/PICK UP

Parents/guardians will not be permitted to enter the facility beyond the designated drop-off and pick-up area. All parents and staff must wear masks in drop off area. Drop off is 8.30-8.45. If you arrive later than 8.45 your child will not be able to join camp that day. This is to ensure the smooth running of our screening and hand washing procedures in the morning. The drop off area is the path leading to the preschool entrance. Cones will be placed 6ft apart for families to wait. This procedure change is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure. After your child passes his or her health screening, he or she can be dropped at the preschool entrance door.

Pick up time is 11.00-11.15. Parents will line up at a safe distance as marked by cones and must wear a mask. Children will be dismissed from the main preschool entrance door.

If there is an emergency requiring you to enter the facility beyond the designated drop-off and pick-up area, then YOU MUST wash your hands immediately upon entering and wear a mask. While in the facility, you must practice social distancing and remain 6 feet from all other people, except your own child.

## MASKS/FACE COVERINGS

All staff will be required to wear a mask or cloth face covering that covers the nose and mouth at all times. Union Memorial Preschool shall issue such masks or cloth face covering to all employees. Children are not required to wear a mask while in a child care setting. The prescribed is per the CT Governor Executive Order 7BB.

## HAND/RESPIRATORY HYGIENE

Staff and children will engage in regular hand washing with soap and water for at least 20 seconds and will be done:

- Coming in contact with any child,
- When entering camp for the first time,
- Before and after eating,
- After sneezing, coughing, or nose blowing,
- After using the rest room,
- Before handing food,
- After touching or cleaning surfaces that may be contaminated; and
- After using shared equipment like toys, computer keyboards, mouse, etc.

All staff and children will be required to do the following:

- Cover cough and sneezes with tissues or the corner of the elbow,
- Encourage children, when appropriate to cover coughs and sneezes with tissues or the corner of their elbow,
- Dispose of soiled tissues immediately after use,
- Wash hands after each cough or sneeze.

## GROUP SIZE, CLASSROOM & TEACHER ASSIGNMENTS

Class sizes will be limited to no more than 10 children per 'Memo #15, Reduced Group Size and Enhanced Health procedure for Child Care Programs During COVID-19 Emergency'.

A teacher and teaching assistant will be designated to each group of 10 children. These teachers will remain with that group for the day, there will be no staff change over during the session.

Teachers will be assigned to work with their "normal" age group. Whenever possible teaching staff your child is familiar with will be working in their group. Please be aware that not all staff will be working due to a variety of reasons. We will do everything we can to ensure your children are with care givers they know and trust.

## INTENSIFIED CLEANING AND DISINFECTION

As per our usual operating procedures, all cleaning, sanitizing, and disinfecting procedures will be in place. Communal spaces will be sanitized between groups (i.e. playground equipment,, hallway chairs, lawn equipment)

## FOOD SERVICE

ALL snacks will be provided by Union Memorial Preschool. Staff will serve snacks on disposable plates and will wear gloves and a mask to serve food. Parents are responsible to notify staff of any dietary requirements and have all up to date documentation and medication for allergies. Children will be served water during snack time and water will also will be available throughout the session in disposable paper cups. Sippy cups will not be permitted.

## COVID-19 EXPOSURE NOTIFICATION

In February 2020, COVID-19 was added to the list of Reportable Diseases. Union Memorial Preschool is required to report such diseases cases of COVID-19 infection immediately to the Connecticut Department of Public Health and to the local department of health in Stamford.

If a child or staff member who has been present in the program is diagnosed with COVID-19, Union Memorial Preschool must notify families and staff about the exposure. Please be advised that we are NOT required to share with you the child or staff member's name but will share with you the date of possible exposure and classroom that may have experienced the exposure. Staff will execute enhanced cleaning of the area that child or staff member was in.

Parents must immediately notify Union Memorial Preschool administration if you become aware of any person with whom your child or yourself has had contact exhibits any of the symptoms listed above (health screening), is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19. Further, you must immediately notify Union Memorial Preschool administration if anyone from your place of employment is presumed positive or tests positive for COVID-19 whether or not you have had direct contact with that person.

### Attestation

I certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by Union Memorial Preschool, Inc. will result in termination of services. I acknowledge that care for my child will be terminated if it is determined that my actions, or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19.

I understand that my camp tuition is nonrefundable. If my child misses camp due to sickness or any other reason other than camp closure, I am responsible for the payment.

I understand that while present in the facility each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

Child's Name:

DOB:

Parent/Guardian's Name:

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Parent/Guardian Signature

Date