



ANDREWS MEMORIAL
READINESS SCHOOL

COVID-19 POLICY & RESPONSE PROCEDURES



ANDREWS MEMORIAL
READINESS SCHOOL

May 19, 2020

Dear Parents,

Effective **May 26, 2020**, Andrews Memorial Readiness school (AMRS) will resume daily operations. We have modified our daily schedule and routines to better serve you and your family during this health crisis. These changes have been made to comply with the CDC and NCDHHS recommendations for childcare facilities COVID-19 safety practices.

Please thoroughly review this manual. We have important updates that affect your procedures at AMRS. Please note this change. These changes establish:

- **Adjusted hours of operation**
- **New drop-off/pick up instructions**
- **Daily health screenings**
- **Social distancing**
- **Increased hand hygiene**
- **Facemask policy**
- **Mandatory responses for children with symptoms**
- **Additional cleaning measures**

We are committed to your family's health and safety. These changes may create longer wait times as the daily health screening and temperature check point will require your interaction. Until further notice, only children and staff without symptoms of COVID-19 shall be permitted inside facility.

In response to additional daily sanitation and cleaning procedures, hours of operation will be **Monday-Friday, 7:00am - 4:30pm**. Please note this change.

In these first weeks of reopening, accounts will be billed only for those who utilize daycare. Payments may be made by cash, check, debit or credit card. Since your access to the building will be restricted, please contact the office directly if you prefer debit/credit payments.

We have been praying for your health and safety during these difficult times. We appreciate your patience as we all adjust to these new procedures. Thank you for the privilege of caring for your child. We are here for you.

Sincerely,

Elaine Fox
efox@andrewsmemorial.org

ANYONE SHOWING SIGNS OF ILLNESS OF ANY KIND OR WHO MAY HAVE BEEN EXPOSED TO COVID-19 SHOULD NOT BE IN THE READINESS SCHOOL FACILITY.

COVID-19 SYMPTOMS

*While symptoms in children are similar to adults, **children may have milder symptoms.***

- *fever**
- *cough*
- *shortness of breath or difficulty breathing*
- *chills*
- *new loss of taste or smell*
- *v o m i t i n g / d i a r r h e a (children only)*

**Fever is determined by a thermometer reading 100.4 or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking.*

ADJUSTED HOURS OF OPERATION:

In response to additional daily sanitation and cleaning procedures, hours of operation will be **Monday-Friday, 7:00am - 4:30pm**. Please note this change. These hours will be in effect until further notice.

DROP-OFF/ARRIVAL PROCEDURE:

*Please use the health checkpoint located at main and lower entrances. **Ages nursery – toddler should use main entrance. Ages 2-4 should use lower level entrance.** Parents with multiple children enrolled may drop off children at entrance provided for youngest child.*

- *Before arrival: Parent to be on the alert for any symptoms of COVID-19 and to keep the child(ren) home if showing any signs of illness*
- *Please use main parking lot to drop off/pick up your child in one of the marked areas according to age group*
- *Please report to staff member stationed in designated area.*
- *Staff member will walk children to their classroom*

- *End of the day, weather permitting, children will be picked up from marked areas.*
- *The staff person greeting children should not be a person at higher risk for severe illness from COVID-19.*
- *Please do not congregate on the property especially during arrival and drop-off.*
- *If possible, the same parent or designated person should drop off and pick up the child every day. Avoid designating those considered at high risk such as elderly grandparents who are over 65 years of age.*
- *Hand hygiene stations should be set up at the entrance of the facility, so that staff and children can clean their hands before they enter. If a sink with soap and water is not available, hand sanitizer with at least 60 percent alcohol will be provided. Hand sanitizer shall be kept out of children's reach and administered with supervised use only.*

SCREENING PROCEDURE:

Everyone who enters the building must respond:

- ☐ **Do you or do any of the children you are dropping off have a fever*, cough, shortness of breath or difficulty breathing, chills, new loss of taste or smell (vomiting or diarrhea, children only)?**
- ☐ **Have you or any of the children you are dropping off had any of these symptoms since last time you were last here?**
- ☐ **Have you or any of the children you are dropping off been in contact with anyone with fever*, cough, shortness of breath or difficulty breathing, chills, new loss of taste or smell (vomiting or diarrhea, children only) since the last time you were here?**

**Fever is determined by a thermometer reading 100.4 or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking.*

- ☐ **Have you or any of the children you are dropping off potentially been exposed** to COVID-19 or have reason to believe you/they have COVID-19?**

***Exposure is sharing a household or having close contact with anyone with COVID 19 or has symptoms of COVID 19.*

DAILY SCREENING CHILDREN AND STAFF:

- *Making a visual inspection of the person for signs of infection such as flushed cheeks, fatigue, or extreme fussiness.*
- *Health screenings should be repeated periodically throughout the day on staff and children to check for new symptoms developing.*
- *Individuals waiting to be screened should stand six feet apart from each other.*
- *For the staff person taking temperature, cloth face coverings should be worn.*
- *Stay six feet apart unless taking temperature.*
- *Touchless thermometer shall be used to check temperature*

TEMPERATURE CONTROL

- *Individuals waiting to be screened should stand six feet apart from each other. Use tape on the floor to for spacing.*
- *For the staff person taking temperature, cloth face coverings should be worn. Stay six feet apart unless taking temperature.*
- *Use a touchless thermometer.*
 - *Wash hands or use hand sanitizer before touching the thermometer.*
 - *Wear gloves if available and change between direct contact with individuals.*
 - *Clean and sanitize the thermometer using manufacturer's instructions.*
 - *Wash hands or use hand sanitizer after removing gloves and between direct contact with individuals.*

PREVENTING COVID-19 FROM ENTERING THE BUILDING

- *Only children and staff who are required for daily operations and ratio allowed inside the building and classrooms.*
- *Teachers restricted to one classroom with one group of children.*
- *Entrance into building based upon daily health screening.*
- *No one with any of the categories listed below shall not be allowed inside building:*
 - *Person is showing any of the symptoms of COVID-19*
 - *Person thinks they could have COVID-19*
 - *Person has tested positive for COVID-19*
 - *Person is awaiting the results of testing for COVID-19*
 - *Child or staff member who has been in contact with anyone listed above.*
 - *Everyone entering the building must observe the COVID-19 signage posted at door.*

PREVENTING THE SPREAD IN THE CLASSROOM

SOCIAL DISTANCING

- *As possible, Readiness School classes should include the same children in the group each day and the same Readiness School staff.*
- *Consider whether to alter or stop daily group activities that may promote transmission such as mixing classrooms.*
- *Each group of children will remain in their assigned rooms throughout the day including at naptime and for meals.*
- *Limit mixing of children (e.g., staggering playground times, keeping groups separate for activities such as art and music).*
- *As possible, at nap time, ensure that children's naptime mats (or cribs) to be spaced out as much as possible, ideally 6 feet apart*

HAND HYGENE

- *Washing hands frequently with soap and water for at least 20 seconds (about as long as it takes to sing “Happy Birthday” twice).*
- *Additional handwashing measures:*
- *Upon arrival in classroom in the morning*
- *before and after eating meals and snacks*
- *after blowing noses, coughing, or sneezing or when in contact with body fluids*
- *after toileting or changing diapers*

VENTILATION

- *Increase circulation of outdoor air as much as possibly by opening windows and doors, using fans, or other methods. We may not open windows and doors if they pose a safety or health risk to people using the facility.*

FACEMASK

When feasible, staff members should wear cloth face coverings when in the Readiness School facility and when unable to maintain at least six feet distance outdoors.

If you desire your child to wear a facemask, please train your child on the proper procedure for putting on and removing mask. Staff should not touch your child’s mask in order to avoid cross contamination.

- *Consider cloth face coverings for children over the age of 2 if it is determined they can reliably wear, remove, and handle masks following CDC guidance throughout the day.*
- *Cloth face coverings should NOT be put on babies and children under the age of 2 because of danger of suffocation.*
 - *Avoid touching eyes, nose, and mouth.*
 - *Cover coughs and sneezes with a tissue or an elbow.*

SANITARY PRACTICES

- *If meals are typically served family-style, plate each child's meal to serve it so that multiple children are not using the same serving utensils.*
- *Water play and sensory play such as rice, beans, sand, or playdough activities are prohibited.*
- *Keep a designated bin for separating mouthed toys and maintain awareness of children's behaviors. When a child is finished with a mouthed toy, remove it, place it in a toy bin that is inaccessible to other children, and wash hands. Clean and sanitize toys before returning to children's area.*

SANITATION, HYGIENE AND CLEANING PRACTICES

- *Follow NCDHHS Environmental Health Section guidance for cleaning and disinfection recommendations.*
- *Use an EPA-registered disinfectant that is active against coronaviruses. Clean and disinfect frequently touched surfaces throughout the day and at night. Remember items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures. Use the cleaners typically used at your facility.*
- *Clean and sanitize all toys at the end of the day.*
- *Soft toys that cannot be easily cleaned during the coronavirus outbreak should be removed. Soft toys that are machine-washable should be washed often at the warmest temperature recommended on the label and dried thoroughly.*
- *Toys and other items that cannot be cleaned and sanitized/disinfected should not be used. (Children's books are not considered a high risk for transmission and do not need additional cleaning or disinfection)*
- *Wash linen items daily using the warmest appropriate water setting for the items and dry items completely. Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.*
- *Clean and disinfect shared tools, supplies, and equipment.*
- *Allow time for cleaning between activities.*

- *Minimize use of shared supplies and label individual supplies and items.*
- *Routinely check and refill/replace hand sanitizer at entries, soap, and paper towels in bathrooms.*

CHILDREN OR STAFF WHO DEVELOP SYMPTOMS DURING THE DAY

- *If a child or staff member develops any symptoms of COVID-19, child and any family members to be sent home as soon as possible.*
- *While waiting for a sick child to be picked up, caregivers should stay with the child in a room isolated from others. If the child has symptoms of COVID-19, the caregiver should remain as far away as safely possible from the child (preferably, 6 feet) while maintaining visual supervision. The caregiver should wear a cloth face covering. If tolerated, the child should wear a cloth face covering also.*

PAYMENTS

- *Tuition payments made with cash, check, debit or credit cards.*
- *Debit and credit card payments may be made by calling main office, (336) 226-5201*
- *Debit and credit cards may be placed on file for easier processing.*

RECOMMENDATIONS FOR COVID-19 TESTING

- **For people who think they might have COVID-19 or have mild symptoms,** *the Centers for Disease Control and Prevention recommends they stay home and call their doctor if they need medical advice.*
- **Anyone with more serious symptoms** *should seek medical attention immediately, by calling their doctor or 911 right away. More serious symptoms can include trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse, bluish lips or face.*
- **People who are sick with COVID-19 or believe they might have COVID-19** *should stay home and separate themselves from other people in the home*

as much as possible. They should be excluded from the Readiness School facility until they can answer YES to all the following questions:

- Has it been at least 10 days since you first had symptoms?
 - Have you been without fever for three days (72 hours) without any medicine for fever?
 - *Are your other symptoms improved?*
- **Household members and people who have been in close contact with someone who has had symptoms of COVID-19** *should stay home as much as possible for 14 days, monitor themselves for symptoms, and consult with their local health department. Close contact means within six feet for at least 10 minutes. If they start having symptoms of COVID-19, they should take the same steps as above to prevent spreading it.*

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