

Unity School COVID-19 Health & Safety Plan

Family Handbook

(effective date: 9/1/2020)

***If you need this plan in a different language or other accommodations to understand it, please let someone in the office know.*

Unity School drop off and pick up procedure plan

Staff person responsible: Susanne Hodson & Jessica Marie

- Parents or caregivers will be required to drop-off & pick-up children from program staff outside of the facility on the front porch.

****one family at a time**

****Look for the X to stand on while waiting for your turn (6 feet apart)**

-parents or caregivers are required to wear a face covering during drop-off & pick-up of their child(s)

****Make sure every parent has face covering on as they approach the building but assure the families that we have extra on hand if needed**

-Parents or caregivers will be required to maintain social distancing of 6 feet between other families and staff (except when handing off your child)

****This may include staying in vehicle while waiting for staff assistance for your turn**

**** Give yourself a few extra minutes as this process will take staff a bit longer. Also, we ask that you please be mindful that other families will be waiting for staff assistance so we will need to limit our good-bye time when leaving your child with us. We know that this can be challenging for you & your child and we will support you in any way we can. Providing a good-bye family picture to your child could be a way to help ease this new process.**

-All children and staff are required to use hand sanitizer when entering the building and when leaving for the day.

**Hand sanitizer will be stored on the counter out of child reach. Hand sanitizer will be given before child enters the classroom and when leaving for the building for the day.

-Staff will be required to sign your child in/ out on the attendance sheet (Parents will no longer do this during COVID)

**Staff will be required to write down the name of the parent/guardian who drops off and picks up the child

**A cup for clean pens and a cup for pens that need to be sanitized will be provided

**It is recommended that the same person drop off and pick up if possible

Training: All health & safety guidelines were discussed and staff were trained in August 2020 during our staff meeting

Daily health checks and symptoms procedure plan

Staff person responsible: Susanne Hodson & Jessica Marie

-Daily health checks for children, staff, and other person entering the school

**Health checks include temperatures, series of three question, and documenting response of pass or fail.

**Staff will wear over garment when performing health checks on others

**Staff may do a self-screen before starting their shift

-If child, staff, or other persons has symptoms of fever, unusual cough, or shortness of breath they must be sent home immediately and choose to either be tested for COVID or stay home for 10 days, and up to 24 hours after the resolution of their symptoms.

**Fever means 100.4 degrees Fahrenheit or more, without the use of fever reducing medicine

** "unusual cough" means out of the ordinary for this person (e.g., not usual asthma, allergies, or common cold)

****The 10-day rule for exclusion applies if the persons test positive, or does not get tested.**

-If child, staff, or other person entering the building have symptoms of diarrhea, vomiting, headache, sore throat, or rash that person must be excluded until

****Seen by a medical professional and is cleared with documentation they may return to Unity School or if not seen by a medical professional then they can return 24 hours after resolution of symptoms.**

-If a child, staff, or other persons has been exposed to a person testing positive for COVID or who has a presumptive case then that child, staff, other person **must** be excluded and should quarantine for 14 days with no symptoms starting with the last day they had contact with that person.

****14 day quarantine from any persons who have been exposed to a positive or presumptive case**

-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. The exposure to the presumptive or positive case of COVID-19 must have occurred in the 10 days after the person with the presumptive or positive case of COVID-19 started having symptoms

****If a person develops these symptoms while at the Unity School or learns they have been exposed to a positive case while at the facility, we will send them home as soon as possible, and separate them until they can leave the facility.**

-If a child or staff person is excluded from child care for COVID symptoms, like under existing rules for any child care excludable disease, can return to child care with a note from a medical professional saying the person has a diagnosis other than COVID and is not contagious (e.g. ear infection, teething).

****Any household member with symptoms of COVID-19 that is not confirmed or presumptive must be carefully monitored for symptoms. The ill household member is strongly encouraged to get tested.**

****If your child has underlying medical conditions that could make them more vulnerable to COVID please speak with the office staff so we can collaborate on a plan that best supports your child during this time.**

****See OCC exclusion chart attached for further understanding**

Training: All health & safety guidelines were discussed and staff were trained in August 2020 during our staff meeting

Recordkeeping procedure plan

Staff person responsible: Susanne Hodson & Jessica Marie

-School wide attendance daily log

**includes adult name completing drop off & pick up

**Documentation of daily health check

-Individual attendance logs are located per classroom/stable group

**classroom staff track(sign-in) themselves and each child daily for attendance and contact tracing purposes

**Daily attendance logs track all staff and children entering the class, in/out times, daily health checks, and meals

**Attendance logs are kept for 3 plus years

Training: All health & safety guidelines were discussed and staff were trained in August 2020 during our staff meeting

Family Engagement procedure plan

Staff person responsible: Susanne Hodson & Jessica Marie

-Unity School prides our self on providing a sense of family for all those that are a part of our school. It saddens us to lose the daily interactions with parents and caregivers during this time. We want to support the best possible practices around reducing the spread of COVID and we appreciate your understanding as we implement these temporary new guidelines.

**Phone calls or e-mails will be the best way to communicate with your child's teacher, as face to face daily communication won't be available during this time. Each class has their own email address so you can stay connected with the teacher.

**Please make sure we have your most current e-mail and phone numbers so we can stay in contact.

-We will be limiting items that go from school to home such as art work, notes, and naptime items.

**naptime items (blankets & stuffed animals) will need to be left at school so please provide a lovie that won't be missed at bed time and weekends

**Unity will be washing all rest time bedding each week. We ask that you please provide one small blanket and small lovie per child. Please no pillows at this time

-Each month, via e-mail you will still receive a newsletter. Also, once a week teachers will highlight a brief description and picture of their week. We hope this will give you a small glimpse of your child's days here at Unity School.

**Any meetings, conferences, or other activities will be pre-planned and supported through Zoom or facetime

**Family members may only enter the building if they feel there is a concern for their child's health or safety. Health checks must be completed before entering.

** tours will be competed through Zoom or Facetime

Training: All health & safety guidelines were discussed and staff were trained in August 2020 during our staff meeting

Group size and stable groups procedure plan

Staff person responsible: Susanne Hodson & Jessica Marie

-ELD has given us permission to return to our regular class sizes but due to social distancing and other obstacles we will be facing we have chosen to keep class sizes smaller than usual. Class sizes will be as followed

**Panda Room 10 children

**CP Room 12 children

**LB Room 10 children

**BF Room 10 children

**Sea turtles 12 children

**Otter Room 18 children

**These class sizes can change at any time due to Governors orders or program sustainability

-Children will stay in a stable group with the same teaching staff throughout the day. The only exception will be

**Float/break staff, substitutes, and Directors. Protective face masks and outer layer of clothing will be worn and cleaned after each use per space.

-Staff and children are not required to physical distance from adults and children within their stable groups.

**Staff will maintain 6 feet social distancing within the facility as well as with other staff/children not in their stable group

**Holding hands, sitting on laps, and hugs are allowed from their stable group teachers!

-During outdoor activities, there may be one stable group per designated area at any time

**We will leave our dividing black fabric up on the playground so more than one class can use the outdoor play space. Classes will have designated times/days per space.

Training: All health & safety guidelines were discussed and staff were trained in August 2020 during our staff meeting

Personal protective equipment procedure plan

Staff person responsible: Susanne Hodson & Jessica Marie

-All staff and children kindergarten and older are required to wear a face covering inside the school

**Parents can choose to have a child between 2 years old and kindergarten to wear a face covering as long as it fits according to the child's face measurements. Your child should be able to remove the face covering independently without assistance. A face covering is never worn during nap time.

**staff or child will be required to wash hands before putting on a face covering, after taking masks/cloth face covering off, and anytime the face covering is touched. Hand sanitizer can be used as an alternative method.

**face coverings need to be washed or a new covering worn daily.

**Exception to the face covering requirement for Kindergarten children and older would be if the person had a medical condition or disability, as documented by their doctor's order, that prevents them from wearing a face covering.

** children may not be disciplined for not wearing a face covering. Teacher will re-teach child how to wear a face covering and ensure they maintain 6 feet distance until the covering is put back on.

**Floater staff, directors, and other professionals will be required to wear outer layer of clothing (I.E smock, apron, or button-down shirt) per classroom and during health checks.

**All staff and children will be required to change clothing after being soiled by bodily fluids.

Training: All health & safety guidelines were discussed and staff were trained in August 2020 during our staff meeting

Daily activities procedure plan

Staff person responsible: Susanne Hodson & Jessica Marie

-No field trips are permitted unless it is conducted fully outdoors

**walking field trips only

-While engaging in play, toys will be limited per child per area. If sharing has occurred children will need to wash hands or use hand sanitizer to reduce the spread of germs.

**Unity teachers will be working to support social distancing as much as possible by limiting children per activities and tables, using trays & tubs to individualize each child's play space, and creating activities that are engaging but encourage space between each child.

-Classroom materials are sanitized between uses

**Staff will use Alpha HP disinfectant and J5-12 food grade sanitizer per label instructions

-The use of shared sensory tables, sand boxes, and water tables are not allowed

**Individual tubs or trays for sensory exploration is permitted

-Teachers will limit circle times and other large group activities to practice social distancing whenever possible

****Teachers will use carpet squares or other individual markers to designate a child's personal space to encourage social distancing.**

****Nap mats will be at least 36 inches between each other**

Training: All health & safety guidelines were discussed and staff were trained in August 2020 during our staff meeting

Handwashing and general hygiene procedure plan

Staff person responsible: Susanne Hodson & Jessica Marie

- All staff and children are required to wash hands for at least 20 seconds (***hand sanitizer alternative**)
- When arriving and leaving school*
- Before and after eating, preparing and serving food
- After toileting/diapering or assisting with toileting/diapering
- Before and after administering medication
- After wiping a nose, coughing, or sneezing*
- After coming in from outside*
- Staff are moving between stable groups*
- After sharing toys, learning materials, etc.*

Training: All health & safety guidelines were discussed and staff were trained in August 2020 during our staff meeting

Food and nutrition procedure plan

Staff person responsible: Susanne Hodson & Jessica Marie

-Family style meals are not permitted.

****One staff per class will be required to serve meals to children.**

****Children will be spread out around the tables and closely supervised to limit sharing and touching of food and to help with social distancing**

****Drinking fountains will not be used (water pitchers and cups are provided per class)**

Training: All health & safety guidelines were discussed and staff were trained in August 2020 during our staff meeting

Cleaning, disinfecting, & building maintenance procedure plan

Staff person responsible: Susanne Hodson & Jessica Marie

-High touch surfaces, such as doorknobs, light switches, countertops, handles, and toilets are disinfected or sanitized frequently throughout the day.

****Staff have designated times throughout the day for cleaning**

-Toys, books, puzzles etc. used in the classroom are washed first then disinfected

****After each use or if they come in contact with bodily fluid (saliva, mucus, etc.)**

-Outside play structures and materials are disinfected

****After each use**

-Laundry is done onsite daily

****All bedding, towels, masks, gowns, and soiled items**

Training: All health & safety guidelines were discussed and staff were trained in August 2020 during our staff meeting

Procedures for possible and confirmed cases of COVID procedure plan

Staff person responsible: Susanne Hodson & Jessica Marie

-If a staff person or child has a potential or confirmed case of COVID-19, the Unity School Directors will contact ELD and/or the Oregon Health Authority for guidance on how to respond. This could include but not limited to a school closure, a classroom closure, or individuals quarantine. The duration of these events could be days or weeks. Families would be contacted in a timely manner with information and details to follow.

-The exposure to the presumptive or positive case of COVID-19 must have occurred in the 10 days after the person with the presumptive or positive case of COVID-19 started having symptoms

-If a person develops these symptoms while at Unity School or learns they have been exposed to a positive case while at the facility, we will send them home as soon as possible, and separate them until they can leave the facility

-A person excluded from Unity School for COVID symptoms, can return to child care with a note from a medical professional saying the person has a diagnosis other than COVID and is not contagious (e.g. ear infection; teething).

-Unity School is required to contact the Early Learning Division and the local public health authorities for any person entering the building that has a confirmed case of COVID-19

****Please note: We may be required to give the contact information of families and staff that were exposed to COVID here at Unity to the health authority for the purpose of contact tracing**

-Unity School office staff will communicate with all families and other individuals who have been in the facility in the past 14 days about the confirmed case

-If a child has a particular health need or more susceptible to COVID then the Directors and parents (guardian) will develop a care plan that all staff will be trained on in order to support that child.

-Unity School will not refuse to enroll a child based on the belief that the child is more susceptible to contracting COVID-19 due to the child's or parent's occupation, race, ethnicity, geographic location, disability, or pre-existing health condition.

****Unity school will not reimburse tuition for lost school days due to a COVID quarantine of any kind.**

Training: All health & safety guidelines were discussed and staff were trained in August 2020 during our staff meeting

Professional Development procedure plan

Staff person responsible: Susanne Hodson & Jessica Marie

-Staff training

****All staff have current CPR & first aid certificates**

****Staff work to meet their personal goals through on going trainings throughout the year to meet state licensing and program requirements**

****Directors train Unity School orientation packet and the Health and safety guidelines related to COVID-19 upon hire and throughout the year as needed.**

Training: All health & safety guidelines were discussed and staff were trained in August 2020 during our staff meeting

Requirements for COVID-19 Health and Safety procedure plan

Staff person responsible: Susanne Hodson & Jessica Marie

-Unity school will continue to monitor our health and safety plan throughout the year and update as needed

**A copy of our H & S plan and any updates will be shared with families & staff and posted in a easily visible area

Training: All health & safety guidelines were discussed and staff were trained in August 2020 during our staff meeting

Other information

-Unity School is required to share, update, and make sure all families have a clear understanding of our COVID-19 health & safety plan that will go into effect starting September 1, 2020. If you need more detailed information and or a copy in a different language please don't hesitate to ask the office staff.

Revised 12/7/20