



ST. COLUMBA'S
NURSERY SCHOOL



2020-2021 Parent & Staff Guide: COVID-19 Policies & Procedures

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Letter from Head of School, Kate Murphy

Greetings St. Columba's Families and Staff,

As we embark upon a new school year, I want to acknowledge that things will look and feel different from years past. For many of us, our worlds have been upended, and children and adults have responded differently to the many changes necessitated by the coronavirus pandemic. Please know that we are here to support and protect staff and children as we adjust to new routines and a social setting to the best of our ability. If you have any information that may be helpful for us to know, please don't hesitate to reach out and share this. The more information that we have, the better suited we will be to help individuals through this transition.

The document below is intended to serve as an in-depth guide to help staff members and families understand the new policies, procedures, and protocols that will be put into place to ensure the health and safety of children and staff. While nothing is quite certain during this pandemic, we are deeply committed to doing our very best to implement the COVID-19 Guidance from The Office of the State Superintendent of Education (OSSE) with fidelity and will go above and beyond to protect our school community to the best of our ability. Please note that this document may be adjusted as circumstances continue to evolve.

Some of the changes that you will notice: families are not allowed to enter the building in an effort to minimize our exposure to "new" germs, Arrival/Carpool will now be spread out to different points of entry to minimize any unnecessary congestion in our hallways, and parents will be taking their children's temperatures before coming to school. Staff will do the same. Both families and staff will participate in a daily health screening to ensure that we are minimizing any potential threats of COVID-19. We know this may mean that drop-off and pick-up may take a little longer than it once did, but we appreciate your patience as we prioritize doing things safely over doing them quickly.

While in the classroom, staff and children will combine to form "pods" with no more than 10 individuals. We will all wear masks throughout the day unless eating, drinking or sleeping (children only for that last one!). Children and staff will be washing their hands more frequently than ever before throughout the day. We will also encourage physical distancing among children and staff to the extent possible. We will provide children with bins containing their own set of items for individual use (scissors, glue, markers, etc.). We will be sanitizing any shared classroom materials, as well as the bathrooms between usage and throughout the day. We will partition the playground to maximize children's time outside while allowing for multiple groups outside at the same time. We are incredibly thankful for our expansive playground now more than ever!

While some of our new procedures and protocols may feel like a burden or perhaps a bit sterile, I am certain that some things will not change. Our early childhood programming will still be child-centered, supportive of children's holistic development, and responsive to their individual needs. We will still actively support children's learning through hands-on, play-based experiences, they will just be washing their hands right afterwards! We will guide children in developing independence, strong social-emotional skills, and a love of learning. Lastly, our talented and caring teachers and staff will continue to build strong relationships with children and families that are grounded in trust.

These meaningful relationships and rich experiences are what is bringing our staff and families back to St. Columba's this September. We really are all in this together. As such, we kindly ask that families and staff collectively do all that we can to protect our community. If your child is demonstrating any concerning COVID-like symptoms, please do not send them to school. If you are a staff member demonstrating any concerning symptoms, please let us know and plan to stay home. Understandably, we can only manage children and staff when they are in our facility, so I implore everyone to continue to operate with the same thoughtfulness and consideration when not at St. Columba's and to follow all guidance provided by Mayor Bowser's Office related to public health and travel. We will be stronger together in our efforts.

Wishing us all a happy, healthy, and enriching year!

Sincerely,
Kate

OSSE's HEALTH AND SAFETY GUIDANCE FOR CHILD CARE PROVIDERS:

COVID-19 RECOVERY PERIOD

OSSE (The Office of the State Superintendent of Education) has provided child care providers with a detailed [Health & Safety Guidance](#) that we are required to follow to ensure the health and safety of staff and children. This guidance reflects recommendations from the CDC, as well as DC Health. While we will be implementing OSSE's Guidance to fidelity, this has been adapted to reflect St. Columba's Nursery School. Our policies and procedures can be found below.

PREVENTION

A. COMMUNICATION WITH STAFF AND FAMILIES

- Signs will be posted throughout the facility that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering). Signage will be posted in every classroom and near every sink reminding staff of hand-washing protocols, and in every classroom reminding staff of cleaning protocols.
- Nursery School Staff will receive training prior to the return of children regarding our policies and protocols relating to preventing and responding to COVID-19, when they must stay home, and when they can return to work. This information is outlined below for families.
- The Head of School, Kate Murphy, will serve as the Point of Contact (POC) and is responsible for ensuring the appropriate steps are followed in the event of a confirmed case of COVID-19.

B. VACCINES AND HEALTH FORMS

According to the Centers for Disease Control and Prevention (CDC) and DC Health data, the COVID-19 pandemic has resulted in a significant reduction in childhood vaccine administrations across the country including the District of Columbia and Maryland.

In order to prevent a vaccine preventable disease outbreak in a childcare setting, it is imperative for all children who attend St. Columba's Nursery School to be **fully vaccinated** according to CDC and DC Health standards.

- A review of immunization requirements can be found [here](#) and health forms can be found [here](#).
- A list of pediatric immunization locations can be found [here](#). A search tool to find a primary care center in DC can be found [here](#).

C. REOPENING BUILDINGS

Ventilation and HVAC System

- Our HVAC system is operating properly. In consultation with our HVAC servicing company, we will run the unit for longer periods of time to allow for increased airflow. Additionally, staff will open their windows and doors to increase circulation of outdoor air throughout the day.
- Our water heater will be set to 140 degrees Fahrenheit.

D. PHYSICAL (SOCIAL) DISTANCING

St. Columba's will uphold appropriate physical distancing by:

- Having no more than 10 individuals (staff and children) clustered in each classroom. Each "pod" will consist of 7-8 children and 2-3 adults (2 teachers, 1 special education shadow as needed).
- As per OSSE's Guidance, one additional adult (11 total individuals) can briefly be added to the group if necessary (ex. a service provider, for an observation of a teacher or child, etc.). Any 11th person will wash their hands before and after time spent in this classroom, will be physically distanced from children by 6 or more feet to the extent possible, and will be fashioned with PPE.
- All staff will be provided with long-sleeved smocks to wear over their clothing to provide an additional protective barrier and will pull back long hair.
- Staff and children will wear non-medical, cloth masks throughout the day (more information provided below).
- For indoor activities, this means no more than 10 (or, briefly, 11) individuals in one group;
- For outdoor activities, each group of 10 (or, briefly, 11) individuals must interact with their own group and not mix with other groups. Each group must have extra social distance (more than six feet) between them and the next group. We are adding fencing to partition the playground into different quadrants. Staff members will be stationed at each fence to ensure groups remain separated.
- No mixing between groups, which includes arrival and dismissal, meal times, in the restrooms, on the playground, and in hallways.
- No large group activities or activities requiring children to sit or stand in close proximity of each other.
- Nap mats and cots will be placed head to toe, at least six feet apart.
- No field trips at this time.

a. Before Arrival/General Information

- Please encourage your child to use the restroom before leaving the house (Assistant Teachers will be escorting children to their classrooms and this will minimize student mixing in bathrooms).
- St. Columba's will provide families with a color-coded image of their child or children's classrooms (ex. Red Penguin, Blue Dolphin). If you drive to school, please place your image(s) in your car's windshield so the Assistant Teacher from your child's classroom can quickly retrieve and escort your child to their classroom pod upon arrival.
- Families will be invited to use an app called "brightwheel". Please be sure to download this free app and complete the daily health screening before leaving your house.
- A non-medical (cloth) face covering must be worn by parents/caregivers when interacting with SCNS staff, including when staff is taking your child out of their carseat. Children should also be wearing masks during arrival.
- Families are required to take their child's temperature using a temporal thermometer upon arrival or at home no more than 2 hours before arrival - results are to be shown to the staff member taking the child out of the car in real time or via time-stamped picture to confirm it was less than 100.4 degrees.
- If possible, please have the same adult drop off and pick up your child each day.

b. Upon Arrival

- We will be using various points of entry to minimize hallway congestion and mixing of children. Entry points are as follows:
 - Classrooms entering through Courtyard doors:
 - B-Side/Butterworth Side: Red Foxes and Yellow Owls (R&P) will enter through classroom doors facing courtyard, Blue Owls will enter through the Sun door
 - A-Side/Albermarle Side: Red Lions and Red Penguins will enter through classroom doors facing the courtyard, Blue Dolphins will enter through the Moon door, and Red Penguins will enter through the Star Door
 - Classrooms entering through A- and B-Side Main Entrances:
 - B-Side: Blue Foxes
 - A-Side: Blue Penguins
 - 2nd Floor Classrooms are on the B-Side. Both Bear Cub classrooms will enter at the ramp from Butterworth Place just past the parking lot (towards 42nd Street). Families can either park and walk children to the Assistant Teacher for the visual health screen or quickly park in the “no parking” space directly in front of the entrance if the space is available
 - 2nd Floor/B-Side: Yellow Bear Cubs (R&P) and Blue Bear Cubs
 - Yellow Lions (R&P) will enter through the B-Side “side” door
- If you drive to school, please unbuckle your child from their carseat if your car is in park and it is safe to do so. The Assistant Teacher from your child’s classroom will remove your child from their carseat and unbuckle the carseat if needed. They will complete a visual inspection of your child and confirm that you completed the daily health checklist. Please share their temperature at this time via screen shot or thermometer.
 - *Visual Health Screen: Assistant Teachers visually inspect each child for signs of illness such as flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.*
 - Please sign your child in by scanning the provided QR code in the brightwheel app
- If you walk to school, please remain 6 feet apart from any other families/staff members until their classroom’s Assistant Teacher conducts the visual health screening and confirms that you completed the daily health checklist. Please share their temperature at this time via screen shot or thermometer. Following the screening, you can escort them to their classroom safely if Courtyard Facing. If not, the Assistant Teacher will escort your child to their classroom.
 - *Visual Health Screen: Assistant Teachers visually inspect each child for signs of illness such as flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.*
 - Sign your child in by scanning the provided QR code in the brightwheel app
- Upon entering the building, children will put his/her belongings away and immediately wash their hands with soap and water in their classroom or the designated bathroom. Hand sanitizer will also be available.
- Members of our administrative team will be stationed at our three main entrance points to provide additional support and guidance in the instance a child has a fever or is not well.

c. Dismissal

- Blue Bear Cubs will dismiss at 12:30 from the B-Side carpool benches. **(Note: different location from morning drop-off)**
- All classrooms on the A and B side will wait in their classroom with their students packed up and ready to go home:
 - B-Side Classes: Red Foxes, Blue Foxes, Blue Owls
 - A-Side Classes: Blue Dolphins, Red Penguins, Blue Penguins, Red Lions
 - Yellow Bear Cubs SCD/2:30pm Dismissal: wait on a carpool bench with Assistant Teacher on the B-Side Parking Lot **(Note: different location from morning drop-off)**
 - Classroom doors will be left open to the hallway with the Assistant Teacher listening for students' names being called. Lead Teacher will stay in the classroom while the Assistant teacher brings each student to their car.
 - Blue Bear Cubs staff will help call dismissal.
- Rest and play classes will have parents call the office or the teacher directly to say they have arrived and the Assistant Teacher will bring the child to the parent. All Rest & Play classrooms will be dismissed from the B-Side parking lot.
 - R&P classes: Yellow Bear Cubs, Yellow Owls, Yellow Lions

d. Arrival & Dismissal Schedule & Locations

Class	Arrival - Dismissal Time	Arrival Location	Dismissal Location
Blue Bear Cubs (Upstairs)	8:30am - 12:30pm	B-Side entrance to 2nd floor	B-Side carpool bench
Yellow Bear Cubs (Upstairs)	8:30am - 2:30-5:00pm	B-Side entrance to 2nd floor	SCD = B-Side carpool bench R&P: B-Side parking lot
Red Foxes (Courtyard)	8:30am - 2:30pm	B-Side classroom door	Classroom
Blue Foxes (Deming Library)	8:30am - 2:30pm	B-Side main door	Classroom
Yellow Owls (Courtyard)	8:30am - 3:30-5:00pm	B-Side classroom door	R&P: B-Side parking lot
Blue Owls (BC room)	8:30am - 2:30pm	B-Side sun door	Classroom
Blue Dolphins (Regular Room)	8:30am - 2:30pm	A-Side courtyard door/moon door	Classroom
Blue Penguins (Regular Room)	8:30am - 2:30pm	A-Side main door	Classroom
Red Penguins (Science Room)	8:30am - 2:30pm	A-Side courtyard door/star door	Classroom
Yellow Lions (Upstairs)	8:30am - 3:30-5:00pm	B-Side "side" door to main	R&P: B-Side parking lot

		entrance	
Red Lions (Courtyard)	8:30am - 2:30pm	A-Side courtyard door	Classroom

e. Classroom Environment and Schedule

- Both indoor and outdoor settings will maximize spacing between individuals, including while at tables and during group and individual activities.
- Children will be provided with individually labeled bins containing a set of supplies to reduce the sharing of materials between children. For materials that are shared, staff will sanitize between each use. Classroom materials will consist of items that can be cleaned easily.

f. Miscellaneous

- All outside volunteers or visitors will be restricted, except those providing necessary therapeutic services to a child; exceptions will be made in instances of a staff absence (see above regarding additional protections).
- In-person adult gatherings (e.g. staff meetings, professional development) will be held outdoors or virtually whenever possible.
- Staff will not be able to congregate in a shared lounge or shared spaces. Staff will wear face coverings at all times except while eating or drinking. Masks will be laundered daily either on or off-site.

E. DAILY HEALTH SCREENING

St. Columba’s will use “brightwheel” to allow families to complete a contact-free daily health checklist from their phone to allow for streamlining and physical distancing. The daily health checklist and visual screen will:

- ASK Parents/guardians and staff about whether the child or staff member has experienced one or more of the following symptoms:
 - Fever (100.4 degrees Fahrenheit) or chills
 - Cough
 - Congestion
 - Sore throat
 - Shortness of breath or difficulty breathing
 - Diarrhea
 - Nausea or vomiting
 - Fatigue
 - Headache
 - Muscle or body aches
 - Poor feeding or poor appetite
 - New loss of taste or smell
 - Or any other symptom of not feeling well.
- ASK: Parents/guardians and staff will be asked if the child or staff member has been in close contact with a person who has COVID-19.

- LOOK (Visual Screen): Nursery School staff will visually inspect each child and staff member for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Families will also show staff children’s temperature on their thermometer (screenshot or in real time) to provide proof that the child is without fever. Staff will be asked to do the same thing.
- **Any child or staff member meeting “Yes” for any of the above “ASK, ASK, LOOK” criteria in the daily health screen shall not be admitted.** Such families or staff shall be instructed to call their health care provider to determine next steps. Staff members are expected to take their temperature before reporting to work to ensure they do not have a fever/a temperature below 100.4 degrees Fahrenheit.
- *Note: Children or staff with pre-existing health conditions that present with specific COVID-19 – like symptoms should not be excluded from entering the building on the basis of those specific symptoms, if previously evaluated by a health care provider and those specific symptoms determined to not be due to COVID-19. Staff and families should disclose clearance from a health care provider with school administration to ensure they are not excluded.

If a Staff Member Takes Another Individual’s Temperature:

- In the event that a St. Columba’s staff member must take another individual’s temperature at any point, they must follow CDC guidelines to do so safely, including with use of a barrier protection *or* Personal Protective Equipment (PPE).

If Symptoms Develop While at School:

- If a child develops any of the above symptoms during the course of the day, we will call their parent or guardian, isolate him or her in the office until they are picked up, and they should seek healthcare guidance.
- If a staff member develops any of the above symptoms during the course of the day, we will send them home, and they should seek healthcare guidance.

Returning to School:

To determine when a child or staff member can return to care please see Section K. Exclusion, Dismissal, and Return to Care Criteria.

F. NON-MEDICAL (CLOTH) FACE COVERINGS/MASKS

All staff must wear a non-medical (cloth) face covering at all times. If a staff member is unable to wear a face covering for a medical reason they may be able to get a waiver from OSSE to participate in congregate child care by receiving a written note from their health care provider. Further guidance from CDC on the use of face coverings, including instructions on how to make and safely remove a cloth covering, is available [here](#).

Parents/guardians and children above the age of two (24 months) are to wear non-medical face coverings at St. Columba’s Nursery School.

- Parents/guardians should wear non-medical face coverings any time they interact with a staff member or other family, including at drop-off and pick-up.

- **We will encourage and support all children in our care to wear masks as part of the Mayor’s Order.** We will support children with this, but we kindly ask that you support and practice wearing masks too. Children must be able to safely use, avoid touching, and remove the covering without assistance. Use is particularly encouraged at times when physical distancing may be more challenging.

Instances when face coverings do not need to be worn:

- Non-medical face coverings **should not** be placed on children 24 months and younger, anyone who has trouble breathing, or anyone who is unconscious or unable to remove the mask without assistance.
- Face coverings **will not** be worn by children during naptime.
- When participating in physical activity outdoors, face coverings do not need to be worn if social distancing of at least six feet is feasible. When outdoors but *not* participating in physical activity, face coverings must continue to be worn.

Additional protocols are in place to support the safe use of clean masks:

- Staff and children wearing face coverings are to bring multiple clean coverings each day (2 per day or 10 per week). Please
- Staff and children must exercise caution when removing the covering, always store it out of reach of other children, and wash hands immediately after removing. We have additional “back-up” masks available for staff and children if needed and will provide bags for storage. Please write your child’s name inside the mask to prevent misuse or misplacement.
- The benefit of such a face covering is to limit the spread of secretions by stopping individuals from touching their mouth or nose, limiting spread if an individual has COVID-19 and limit individuals from contracting COVID-19 if around a COVID-19 positive person. **If children play with their or others’ face coverings or if they are not removed and stored safely, their use should be discontinued. Please practice mask wearing at home to help minimize challenges and increase children’s familiarity with this.**

G. HYGIENE

St. Columba’s will follow the hygiene practices listed below to help keep our facility clean and safe:

- Signage will be posted in every classroom and near every sink reminding staff of hand-washing protocols. The CDC has signs on how to [stop the spread](#) of COVID-19, [properly wash hands](#), [promote everyday protective measures](#), and [properly wear a face covering](#).
- We will maintain our supply of soap, paper towels, hand sanitizer, tissue and gloves to support healthy hygiene practices.
- Staff will teach and model good hygiene practices, including covering coughs and sneezes with an elbow or tissue and washing hands with soap and water for at least 20 seconds;
- Hand-washing will take place frequently throughout the day, including:
 - Before and after putting on, touching, or removing cloth face coverings or touching your face;
 - After going to the bathroom or changing a diaper;
 - Before eating, handling food, or feeding a child;

- o After blowing or supporting a child with blowing their nose, coughing, or sneezing;
- o Before and after staff gives medication to a child;
- o After handling waste baskets or garbage;
- o After playing on outdoor or shared equipment; and
- o After handling a pet or other animal.
- When soap and water are not available, and the hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60 percent alcohol is to be used, for example, upon arrival to school. This will be used under very close observation from a staff person.
- Staff members will take additional precautions, including:
 - o Pulling long hair off of their neck, such as in a pony-tail;
 - o Wearing long-sleeved, button down smocks;
 - o Removing or changing their clothing and/or the child's clothing if touched by any secretions; and
 - o Washing their hands or body if touched by secretions or after handling soiled clothes.

H. CLEANING, DISINFECTION, AND SANITIZATION

St. Columba's staff members will regularly clean, disinfect and sanitize surfaces, toys and materials per the CDC's [updated guidance for childcare providers](#). Specifically, we will:

- Regularly clean and disinfect **high-touch surfaces**, including door handles, chairs, light switches, elevator buttons, toilets, and sink faucets.
- For all cleaning, sanitizing, and disinfecting products, we will follow the manufacturer's instructions for concentration, application method, contact time, and drying time prior to use by a child.
- We will ensure safe storage of all cleaning products. See [CDC's guidance for safe and correct application of disinfectants](#). Dirty surfaces must be cleaned with a detergent or soap and water before disinfection.
- **Toys**, including those used indoors and outdoors, will be frequently cleaned and sanitized throughout the day and between children's usage.
 - o Toys that have been in children's mouths or soiled by bodily secretions must be immediately set aside. These toys must be cleaned and sanitized by a staff member wearing gloves, before being used by another child.
 - o Machine washable toys/plush toys will be removed from the classroom.
 - o Each classroom will have a set of playground toys assigned to their group to avoid mixing of toys between groups. Any toys shared between groups must be cleaned, sanitized, and disinfected prior to use by another group (such as bikes).
- Mats/cots and bedding will be individually labeled and stored.
 - o Mats/cots will be arranged head to toe and allow at least six feet of distance, head to head, between children. Mats/cots will be cleaned and sanitized between use.
 - o Bedding must be washable and washed at least weekly. We will send bedding home with children on Fridays. Families should return this with their child the following Monday.
 - o Mats/cots may be stacked between uses if they are cleaned and sanitized appropriately before stacking.
- **Playground structures** will be included as part of our routine cleaning, particularly high touch surfaces, such as handlebars, but are not required to be routinely disinfected.

- Signage will be posted in each classroom reminding staff of cleaning protocols.
- Our **bathrooms are shared between classrooms**. Classrooms will be assigned to a particular set of bathroom stalls, which will be disinfected after each group has finished. To the extent possible, individuals and groups of children will not mix in the bathroom. Signage will be posted to ensure that staff know a bathroom is in use and when it is available. We will also follow classroom specific schedules to prevent any mixing.
- Staff will avoid using cleaning products near children, and ensure that there is adequate ventilation when using these products. Children will not participate in disinfection.

I. HIGH-RISK INDIVIDUALS

DC Health recommends that any individual at high-risk for experiencing severe illness due to COVID-19 consult with their medical provider before participating in congregate child care. This includes people with:

- Chronic Lung Disease
- Moderate to Severe Asthma
- Serious heart conditions
- Immunocompromised conditions
- Severe obesity (>40 BMI)
- Diabetes
- Chronic kidney disease
- Liver Disease
- People 65 years and older should be cleared by a medical provider before participating.
- And any child or staff member who has a medical condition not on this list, but is still concerned about their safety

We do not require children or staff to secure written clearance from high-risk individuals prior to participating in congregate care.

J. MEALS

St. Columba's staff members will serve meals following the physical (social) distancing and hygiene guidance articulated below:

- All meals will be served in children's individual classrooms;
- Space will be maximized between children during meals;
- Families provide their child/dren with lunch, so meals will be served individually;
- Please send your child to school with a lunchbox that he or she can open independently or learn to open independently to minimize the handling of their food by staff members to the extent possible;
- St. Columba's provides children with snack and will individually serve each child;
- Children will wash their hands before and after eating, and may not share utensils, cups, or plates;
- Staff will wash their hands before and after preparing food, and after helping children to eat;
- Staff will clean and sanitize tables and chairs before and after meal times;

- If staff need to handle individual lunch boxes, they must wash their hands between the handling of each lunch box. Food items should be removed from the lunch box and placed with the child, or plated on separately, and then the lunch box returned to the child’s cubby; and
- Observe all other local and federal food safety guidelines.

RESPONSE

K. EXCLUSION, DISMISSAL, AND RETURN TO CARE CRITERIA

St. Columba’s Nursery School will adhere to the below exclusion, dismissal, and return to care criteria.

Exclusion Criteria:

Children and staff **must stay home, or not be admitted**, if:

- The child or staff member has a temperature of 100.4 degrees or higher or any of the symptoms listed above in the “Daily Health Screening” section of this guidance.
- The child, staff member, or any close contact is confirmed to have COVID-19.
- The child or staff member is awaiting COVID-19 test results.

Children or staff with pre-existing health conditions that present with specific COVID-19 – like symptoms should not be excluded from entering the building on the basis of those specific symptoms, if previously evaluated by a health care provider and those specific symptoms determined to not be due to COVID- 19.

If excluded, parents/guardians and staff should call their health care provider for further directions.

Dismissal Criteria:

If a child or staff member develops a fever or other signs of illness, the Head of School must follow the above exclusion criteria and OSSE Licensing Guidelines regarding the exclusion and dismissal of children and staff.

- For children, the Head of School will immediately isolate the child from other children, notify the child’s parent/guardian of the symptoms and that the child needs to be picked up *as soon as possible*, instruct to seek health provider guidance, and immediately follow cleaning and disinfecting procedures for any area and toys with which the child was in contact.
- For staff, the Head of School will send the staff member home immediately or isolate until it is safe to go home, instruct to seek health provider guidance, and follow cleaning and disinfecting procedures for any area, toys and equipment with which the staff member was in contact.

Return Criteria:

Symptomatic OR Confirmed to Have COVID-19

If a child or staff member reports or develops any of the above symptoms, or is confirmed to have COVID- 19, the child or staff member must not return until:

- They complete the appropriate isolation period:

- 72 hours **after** the fever has resolved without the use of fever-reducing medication (e.g., Motrin, Tylenol) and respiratory symptoms have improved; **AND**
- At least ten days after symptoms first appeared, **whichever is later**; OR
- They have a negative COVID-19 test, and meet standard criteria to return to care after illness; OR
- They have been cleared from isolation per their healthcare provider or DC Health instructions.

Close Contact with a Person Who is Positive for Covid-19

If any child or staff member has been in close contact with a person who is positive for COVID-19, then the child or staff member must not enter the facility until cleared by their healthcare provider OR have completed their quarantine period of 14 days after the last date of close contact with the COVID-19 positive individual without becoming symptomatic or diagnosed with COVID-19.

Awaiting a COVID-19 Test Result

If any child or staff member is awaiting a COVID-19 test result, then the child or staff member must not enter the facility until they test negative. If the child or staff member tests positive, then they should immediately begin a self-quarantine and seek further guidance from their healthcare provider or DC Health.

L. EXPOSURE REPORTING, NOTIFICATIONS, & DISINFECTION

Head of School, Kate Murphy, will serve as the COVID-19 point of contact (POC) to ensure a clear and efficient process for communication. She will be responsible for:

- Ensuring the below steps are followed in the event of a confirmed case of COVID-19.
- Acting as the POC for families and staff to notify if a child or staff member test positive for COVID-19.

Step 1: Reporting to OSSE and DC Health

The facility will follow existing procedures for reporting communicable disease. In the event of a confirmed case of COVID-19 in a child or staff member, St. Columba's Nursery School will:

- File an Unusual Incident Report with OSSE *and*
- Notify DC Health by emailing coronavirus@dc.gov with the following information:
 - "COVID-19 Consult" in the email subject line
 - Name and direct phone number of the best point of contact for DC Health to return the call
 - Short summary of incident/situation

An investigator from DC Health will follow-up within 24 hours to all appropriately submitted email notifications.

In the event of a confirmed COVID-19 case, we do not need to automatically close. DC Health will instruct our facility on dismissals and other safety precautions in the event a known COVID-19 individual came in close contact with others at the facility.

Step 2: Communication to Families and Staff

St. Columba's Nursery School will protect the privacy of individuals when alerting families and staff to a positive COVID-19 case. Communication will be completed, per DC Health directive and will include:

- Notification to the staff and families of children in close contact with the individual including the requirement to quarantine for 14 days;
- Notification to the entire program that there was a COVID-19 positive case, those impacted have been told to quarantine, steps that will be taken (e.g., cleaning and disinfection), and our operating status;
- Education about COVID-19, including the signs and symptoms of COVID-19, available at <https://coronavirus.dc.gov>;
- Referral to the Guidance for Contacts of a Person Confirmed to have COVID-19, available at <https://coronavirus.dc.gov>; and
- Information on options for COVID-19 testing in the District of Columbia, available at <https://coronavirus.dc.gov/testing>.

Step 3: Cleaning, Sanitization, and Disinfection of Affected Spaces

In the event of a confirmed COVID-19 case in a child or staff member, St. Columba's will immediately follow all steps outlined by DC Health, as well as cleaning, disinfection and sanitization guidance from the CDC, linked [here](#):

- If **seven days or fewer** have passed since the person who is sick used the facility, we will follow these steps:
 - 1) Close off areas used by the person who is sick.
 - 2) Open outside doors and windows to increase air circulation in the areas.
 - 3) Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle.
 - 4) Clean and disinfect all areas used by the person who is sick, such as classrooms, bathrooms, and common areas.
- If **more than seven days** have passed since the person who is sick used the facility, additional cleaning and disinfection is not necessary. We will continue routine cleaning and disinfection.

APPENDIX:

M. PROCEDURE FOR STAFF CONDUCTING PHYSICAL TEMPERATURE CHECKS

In the event that a staff member must take another individual's temperature, they will follow one of two options articulated below, per guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), to do so safely. During temperature checks, use of barriers or personal protective equipment (PPE) helps to eliminate or minimize exposures due to close contact with a person who has symptoms. In these instances, we will use a non-contact thermometer, per recommendation.

- **OPTION 1:** Barrier/partition controls
 - **Wash hands** with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60 percent alcohol.
 - **Put on** disposable gloves.

- **Stand behind a physical barrier**, such as a glass or plastic window or partition that can serve to protect the staff member's eyes, nose, and mouth from respiratory droplets if the person being screened sneezes, coughs, or talks.
- **Make a visual inspection** of the individual for signs of illness, which include flushed cheeks, rapid breathing (without recent physical activity), fatigue, or extreme fussiness.
- Check the temperature, reaching around the partition or through the window.
- Make sure your face stays behind the barrier at all times during the temperature check.
- If performing a **temperature check on multiple individuals**:
 - Ensure that you use a **clean pair of gloves for each individual** and that **the thermometer has been thoroughly cleaned** between each check.
 - When using disposable or non-contact thermometers, if you do not have physical contact with the individual, you do not need to change gloves before the next check.
 - **Remove your gloves** following [proper procedures](#).
 - **Wash hands** with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60 percent alcohol.
 - **Clean the thermometer** following the directions below.
- **OPTION 2: Personal Protective Equipment (PPE)**
 - PPE can be used if a temperature check cannot be performed by parent/guardian (for a child, or a staff member for him/herself) *or* barrier/partition controls cannot be implemented.
 - CDC states that reliance on PPE is less effective and more difficult to implement because of PPE shortages and training requirements.
 - If staff do not have experience in using PPE, [the CDC has recommended sequences for donning and doffing PPE](#).
 - To follow this option, staff should:
 - **Wash hands** with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60 percent alcohol.
 - **Put on PPE.** This includes a face mask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown should be considered if extensive contact with the individual being screened is anticipated.
 - **Take** the individual's **temperature**.
 - If performing a **temperature check on multiple individuals**:
 - Ensure that you use a **clean pair of gloves for each individual** and that the **thermometer has been thoroughly cleaned** in between each check.
 - If you use disposable or non-contact thermometers and did not have physical contact with the individual, you do not need to change gloves before the next check.
 - Remove and discard PPE.
 - **Wash hands** with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60 percent alcohol.
 - **Clean the thermometer** following the directions below.

St. Columba’s will use non-contact thermometers to take any child or staff member's temperature. These will be cleaned with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each individual screened.

N. DISTANCE LEARNING CONTINGENCY PLANS

We are very excited to serve your children and hope to remain open as an “essential business”, however, there may be an instance or instances during the school year where a child or staff member tests positive for COVID-19. If this happens, DC Health may require a classroom or the Nursery School to shut down temporarily to quarantine. In an effort to keep children and teachers engaged and connected in these instances, we developed a Sample *Daily Schedule for Distance Learning* (below). Teaching staff will adapt the daily content to meet their children’s interests and needs. The sample schedule below strives to strike an appropriate balance between screen time and hands-on, play-based learning experiences, which we know are crucial for young children’s learning. Teaching staff will provide suggested activities for times in the day that are not held via Zoom. We recognize that children and families have different schedules and needs, so the below schedule is optional, but we want to ensure there is a plan in place in case we need to temporarily rely on distance learning.

Sample Daily Schedule for Distance Learning

Time	Activity
9:00am-9:20am	Whole Group Circle Time: Zoom
9:25am-10:00am	Play Outside or Free Choice Play
10:00am-10:20am	Snack Time
10:20am-10:40am	Small Group A: Zoom Small Group B: Outside/Gross Motor Activity
10:40am-11:00am	Small Group B: Zoom Small Group A: Outside/Gross Motor Activity
11:00am-11:30am	Art Activity or Other Project
11:30-11:45am	Read Aloud
11:45am-12:30pm	Lunch
12:30pm-1:30pm	Nap Time, Rest Time, or Quiet Activities (Books, Puzzles, etc.)
1:30pm-1:45pm	Snack
1:45pm-2:30pm	Outdoor Time/Gross Motor Activity/Free Choice Play