



CHILDREN'S HOUSE OF BUCKS COUNTY COVID-19 POLICY

Children's House of Bucks County (CHBC) has established new policies and procedures to prioritize the safety of our students, parents/guardians, teachers, staff, and their families and taken steps to minimize the risk of exposure to COVID-19. These policies are effective beginning on August 31st, 2020.

Child & Family Illness

Parents/guardians will keep their child(ren) home if the child is ill. Please use this chart below to determine if your child needs to stay home.

Group A 1 or more symptoms	Group B 2 or more symptoms	Stay home if you or the student:
Fever (100.4 or higher) Cough Shortness of breath Difficulty breathing	Sore throat Runny nose/congestion Chills New lack of smell or taste Muscle pain Nausea or Vomiting Headache Diarrhea	<ul style="list-style-type: none"> • Have one or more symptoms in Group A OR • Have two or more symptoms in Group B OR • Are taking fever reducing medication.

Children may return only when they have been free of COVID-19 symptoms for 72 hours and with a note from a health care provider saying the child is COVID-19 free.

Parents/guardians will keep the child home if:

- within the last 72 hours, anyone living in the same home as the child has had a temperature over 100.4 degrees Fahrenheit or has experienced COVID-19 symptoms (as described above).
- if anyone in the home tests positive for COVID-19
- if there has been any travel to a state determined to be a "COVID hot spot" the child will remain home for 14 days

If the child or someone living in the home has tested positive for COVID-19 or knowingly been exposed to someone who has tested positive for COVID-19, parents/guardians will notify the school and will keep the child home. Children will return only when they have been free of COVID-19 symptoms for 14 days, there have been no additional household COVID-19 positive tests, and with a note from a health care provider and/or the Bucks County Health Department that the student is COVID-19 free and cleared to return.

Families are expected to report any known exposures to COVID-19 positive individuals to the school immediately.

If a child becomes ill while at school, they will be appropriately isolated until a parent/guardian can pick up the child. Any child who becomes ill while at CHBC must be picked up within 30 minutes of notification.



CHILDREN'S HOUSE OF BUCKS COUNTY COVID-19 POLICY

Staff Member & Teacher Illness

Staff members and teachers will have pre-shift screening which will be logged. No staff member or teacher may report to work if they are ill. Please use this chart below to determine if you need to stay home.

Group A 1 or more symptoms	Group B 2 or more symptoms	Stay home if you:
Fever (100.4 or higher) Cough Shortness of breath Difficulty breathing	Sore throat Runny nose/congestion Chills New lack of smell or taste Muscle pain Nausea or Vomiting Headache Diarrhea	

Staff members and teachers may return only when they have been free of COVID-19 symptoms for 72 hours and with a note from their health care provider stating that they are COVID-19 free.

Any staff member or teacher showing signs of illness will leave immediately and seek COVID-19 testing. The school will report to families any known exposures to COVID-19 positive individuals while respecting the privacy of the individual. Employees who have symptoms must notify their supervisor and seek a COVID-19 test.

No staff member or teacher may report to work if

- within the last 72 hours, anyone living in their household has had a temperature over 100.4 degrees Fahrenheit or has experienced COVID-19 symptoms (as described above).
- if anyone in the home tests positive for COVID-19
- if there has been any travel to a state determined to be a “COVID hot spot” the staff member /teacher will remain home for 14 days

If the staff member, teacher, or someone living in the home has tested positive for COVID-19 or knowingly been exposed to someone who has tested positive for COVID-19, the staff member/teacher will notify the school and will stay home for 14 days. Staff members/teachers will return only when they have been free of COVID-19 symptoms for 14 days and with a note from a health care provider and/or the Bucks County Health Department that the staff member/teacher is COVID-19 free and cleared to return.

Health Screen

This is the daily Health Screening procedure:

- Staff member reviews the Health Screen with parent/guardian
 - A copy of the Health Screen questions will be sent home for review.
- Staff member takes the child’s temperature
- Parent/Guardian acknowledges that they meet the conditions of health screen



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Signage and Information

Clear and precise signage will be posted at each entrance and throughout the building that includes information on COVID-19, its symptoms, when not to enter the building, risk factors, information on our daily health checks, and other conditions of exclusion from CHBC in-class programming. Additional signage will be posted throughout the building including face mask and handwashing procedural illustrations and other COVID-19 related information.

Drop-Off and Pick-Up Procedures

These procedures will be followed daily:

- Drop off and pickup of children will take place at the classroom door.
 - Drop-off 8:45 am -9:10 am
 - Pick-up 11:45 am, 1:00 OR 3:00 (depends on child's program)
- The parent/guardian gets their child and lunchbox/backpack out of car.
- Adults and children must wear masks during pick- up and drop -off.
- Parent/guardian and child joins line queued up for the Health Screen at the classroom door and stands 6 feet apart. Please remain patient and make sure you initiate your goodbye routine prior to health screen.
- Parents/guardians will not enter the classroom.
- If a parent/guardian will be arriving outside of the designated hours, they will need
- to contact the office via phone.
 - After drop-off window, please go to the office for the Health Screen and your child will be escorted to their classroom by the office staff.
 - A staff member will escort the child to the parking lot for an early dismissal.

One parent should be designated to do drop-off (CHBC will provide a face covering if necessary).

Unnecessary items will not be brought into the program.

Handwashing

CHBC handwashing procedures will be followed by anyone who enters the school building.

- Immediately after entry into school, all staff and children will be required to wash their hands with warm water and soap for 20 seconds.
- Handwashing will be scheduled after each group activity and frequently throughout the school day. Alcohol-based hand sanitizer will also be applied throughout the day if soap and water are not available (this will always be supervised by an adult).
- Signs and posters will be posted to remind children of the steps for washing hands and when to wash their hands:
 - Before and after eating
 - Sneezing, blowing nose, and coughing
 - After outside play
 - After bathroom use
 - After a cut or scrape
- Staff will remind children to avoid touching their eyes or face throughout the day.



CHILDREN'S HOUSE OF BUCKS COUNTY COVID-19 POLICY

Face Masks

Effective July 2020, all Pennsylvania students, teachers and staff are required to wear a face covering at all times in school and while attending or participating in any school function, with limited exceptions (see links in chart below) for specific individuals in compliance with the Order of the Pennsylvania Department of Health Requiring Universal Face Coverings of July 1, 2020.

- These are the exceptions for removing face coverings for the Primary (3-6 years old) class:
 - eating and drinking when spaced six feet apart
 - seated at tables or workspaces at least six feet apart
 - engaged in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.)
- These are the exceptions for the Pre-primary (18-36 months) class:
 - outdoors and consistently maintain six feet distance from individuals
 - If a parent, guardian, or responsible person has been unable to place a face covering safely on the child's face, they should not do so.
 - If a child 2 years old or older is unable to remove a face covering without assistance, the child is not required to wear one.
 - Children under two do not wear masks.
- If this face mask order is lifted by the PA Dept of Health and PDE, a new communication will be released based on the new guidance and recommendations from CDC, PA Dept of Health and Bucks County Dept of Health.
- Face masks must be washed daily. A spare face mask should be sent to school just like spare clothes. In the event a child needs to borrow a mask, the school will have spare cloth face masks for use while at school.
- A face shield is considered a face covering. Bucks County is supplying a face shield for every student and teacher.

Cleaning, Sanitation and Disinfecting Practices

CHBC will be thoroughly cleaned and sanitized by our cleaning company, ServiceMaster, before school begins. They will take extra steps to ensure all areas are given extra attention with specific protocols in place when dealing with an infectious disease.

During the school day, staff will use a Daily Sanitation Checklist to ensure high touch points, materials, surfaces, bathrooms, and classrooms are properly cleaned and disinfected on a schedule. A nightly cleaning by our contracted cleaning service and an electrostatic sprayer will thoroughly disinfect the whole building before the children return for the next school day.

Windows will remain open as much as possible with increased air circulation. Fans will be utilized in classrooms, in lieu of air conditioning. If there is inclement weather and/or a temperature that exceeds 90 degrees Fahrenheit, the windows will be closed, and air conditioning will be turned on.



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Social Distancing

Physical distancing will be practiced, modeled, and encouraged in an age-appropriate manner. Staff will model and instruct as needed.

Classrooms will be organized with student workspaces three to six feet apart or plexiglass barriers between workspaces. The seating configurations of work areas will be staggered or diagonal seating at shared tables to avoid “across the table” seating. Floor workspace will be designated by a work rug/mat with adequate spacing between students on the floor space. Each student will have their own work rug/mat.

Class sizes will be smaller with two teachers to a maximum of 18 students in each primary class and maximum of 10 students in each pre-primary class.

The sharing of materials will be minimized. The children will be provided their own school supply box that will contain essentials, i.e. pencils, crayons, scissors, glue, playdough, etc. Each child in the primary classroom will have a binder for their work materials and resources for individual use.

Outside space will be an option for workspace and lessons, as well as group gatherings like circle time and story time. The outside shared area will have a staggered schedule. Activities that require projection of voice and/or physical exertion will only take place outdoors with a minimum of 6 feet between each person understanding the limitations of physical distancing with young children.

Children's naptime mats will be spaced out as much as possible with 6 feet being optimal and arranged so that children are placed head-to-toe instead of face-to-face to further reduce the potential for viral spread.

Meals & Snacks

All meals and snacks will be brought from home in a lunchbox marked with the child's name. Lunches will be packed in easy open containers and eaten out of their lunch box. Each lunch box will contain daily:

- a large easy open container like a bento box is a great option
- a smaller container or bag with a pre-portioned snack (a second snack would be needed if enrolled in the after-care program).
- one water bottle filled with water and an optional water bottle filled with milk or other beverage.

Lunch will take place in the classroom setting. Lunch seating will have students and staff in staggered arrangement to avoid “across-the-table” seating. CHBC will utilize plexiglass barriers as a separator when face coverings are removed for lunch and snack. All individuals will sanitize/wash hands before and after eating.

All food prep and activities involving food have been suspended until further notice.

Families will be notified when CHBC provides morning snacks again.



CHILDREN'S HOUSE OF BUCKS COUNTY COVID-19 POLICY

Other Safety Measures

Visitors and volunteers will not be permitted in the building. If a parent or other individual must enter the school, they will go through the health screening with a temperature scan and symptom and exposure questions.

If a student or staff member is experiencing COVID-19 symptoms while in school, they will go immediately to the isolation area of the school and the Head of School will determine if they need to go home. The child will always be supervised by a staff member. It is expected that a parent or guardian arrives within 30 minutes to pick up their child if they need to go home.

The HoS reports a positive COVID-19 case to the Bucks County Health Department. The BCHD will work with the HoS to advise what information is shared and when it is released once a COVID-19 case is confirmed. Students and staff who test positive for COVID-19 will not be permitted to return without medical clearance. This will happen in conjunction with the Bucks County Health Department.

HoS and classroom teachers will be trained in the protocols for monitoring the signs and symptoms. This will occur before the start of school and in staff meetings throughout the school year, as necessary. Staff will be trained on the safety protocols and procedures to ensure they are consistently implemented and followed. These trainings will be provided and take place before school begins via online, in-person and through publications.

Communications

All parents/guardians and students will be informed on the safety protocols and procedures to insure they are consistently implemented and followed. The information will be provided via online and through publications based on the audience and the content.

Parents will sign an agreement before the start of school that highlights specific key points to monitor for signs, symptoms, and exposure and to exclude their child from school when signs, symptoms and exposure are present.

Mental Health Support/Check-Ins (staff and children)

The current pandemic has taken a mental and emotional toll on children, parents/guardians, and staff. Staff members have undergone training and will conduct daily mental health check-ins that are developmentally appropriate and researched to support the young child. There will also be weekly mental health staff check-ins. CHBC will continue to provide resources and support to our community.