

## **Health and Safety Plan: Upper Bucks Christian School (Day Care)**

It is important for everyone to remember that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. It is the goal of Upper Bucks Christian School to keep transmission as low as possible to safely continue school activities. The Pennsylvania governor's administration has categorized the reopening of Pennsylvania into three phases:

- **Red** Phase: most child care facilities remain closed.
- **Yellow** and **Green** Phase: child care facilities open with complying guidance.

Based on the current designation of Bucks County, we will be reopening under a waiver for all students and staff on May 18, 2020.

A Pandemic Team has been developed to assist Upper Bucks Christian School with our Health and Safety Plan.

- Team Purpose:
  - Facilitating the local planning process of the plan.
  - Monitoring the implementation of the plan.
  - Continued monitoring of local data to assess implications on school operations
  - Ongoing evaluation of potential adjustments to the plan throughout the school year.
- Roles include:
  - Health and Safety Plan Development: individuals who will play a role in drafting the enclosed Health and Safety Plan.
  - Pandemic Crisis Response Team: individuals who will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students.
  - Both (Plan Development and Response Team)
- Team members
  - Scott Bergey (Coordinator) – School Administrator – Both
  - Erin Zwart – School Nurse – Both
  - Elyse Shedal – Daycare Director – Both
  - Pam Duckworth – Financial Secretary – Pandemic Crisis Response Team
  - Josh Scheiderer – Associate Pastor (Human Resources/Facilities) – Pandemic Crisis Response Team
  - Brett Keefer – Secondary Lead Teacher – Pandemic Crisis Response Team
  - Kristin Feldman – Elementary Lead Teacher – Pandemic Crisis Response Team
  - Ranay VanHolstyn – Administrative Assistant – Pandemic Crisis Response Team

This plan is designed based on guidance at the time of approval on July 16, 2020. It will remain in effect for the 2020-2021 school year, and will be modified/deemed unnecessary as guidance from the county, state, or CDC changes. Changes to this plan will be communicated as they occur.

### **Cleaning, Sanitizing, Disinfecting, and Ventilation**

- All high touch surfaces (door handles, light switches, etc.) will be cleaned at a minimum of three times daily – at midmorning, lunchtime and after school, as well on an as needed

basis. Cleaning materials that meet CDC recommendations will be used. (Steriphene 11 and DMQ are the primary cleaners we will use in the classrooms.)

- Desks and tables will be cleaned prior to and following each meal time and at least daily and more often as needed.
- Toys will be sanitized after each use, and before another student/group of students use the toy
  - Hard toys will be cleaned of dirt and then sprayed with a sanitizing spray and allowed to air dry.
  - Soft toys will be laundered on a sanitizing setting daily if used.
- All individuals will be recommended to sanitize and wash their hands upon entering the building and on a regular basis.
  - Sanitizer stations will be available at all building entrance locations.
  - Sanitizer bottles will be available in each classroom.
- Students and staff are to carry personal water bottles or sippy cups.
  - Water fountains will be available for filling water bottles but will not be available for drinking from.
  - Students will be permitted to keep water bottles with them in classes.
- Windows will be opened to allow for ventilation of classrooms and common areas as weather permits.
- Training:
  - Staff training will take place during the following times:
    - Teacher orientation
    - Monthly staff meetings
    - On an as-needed basis
  - Student training will take place during the following times:
    - On their first day of attendance
    - Daily morning class time updates and reminders
    - On an as-needed basis
  - Substitute teachers, prior to teaching, will receive training on all pertinent health and safety policies and procedures.
- Cleaning of facility after a confirmed COVID-19 case on site.
  - All rooms used by individual with a confirmed case will be thoroughly cleaned according to approved CDC procedures.
  - Bucks County Department of Health will be consulted to determine if a classroom, building, or school should be temporarily closed.

### **Social Distancing and Other Safety Protocols**

- Desks and seating at tables will be spaced for social distancing in the classroom:
  - Spaced at a 3' minimum distance between them to the maximum extent possible, as outlined by the Bucks County Department of Health.
    - All desks will be facing the same direction.
    - When possible, rows will be staggered.
  - Group table times will be utilized in some classrooms but students must maintain the 3' separation and will avoid across the table seating.

- When students and staff are traveling through the hallways and in common areas, social distancing will be maintained as much as possible and masks are to be worn as applicable.
- Hygiene practices for students and staff
  - We will teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
  - When soap and water is not available, hand sanitizer which contains at least 60% alcohol will be used.
  - Students and staff will be encouraged to cover coughs and sneezes with a tissue or to use the inside of their elbow if a tissue is not available.
  - After using tissues, hands should be washed with soap and water or sanitized with approved sanitizer.
  - All individuals are to wash/sanitize their hands before and after eating and after recess.
  - Students and staff should avoid touching their face/mouth or mask with their hands.
  - Staff and Students are to wash/sanitize their hands after handling face masks.
- Departments may be together in classrooms as is appropriate for ratios and size of the classroom.
  - Our departments and their supporting classrooms are as follows:
    - Early Childhood - Button Bucks and Fawns
    - Toddlers – Hoppers, Hedgehogs 1 and Hedgehogs 2
    - Infants – Ducklings 1 and Ducklings 2
  - When departments are combined in a classroom, classes are to be socially distanced from each other.
  - Group play may only occur between students from the same classroom.
  - Only one classroom of children may use/occupy the bathroom at a time.
- Signs promoting everyday protective measures and how to stop the spread of germs will be posted in highly visible areas throughout the buildings.
- We will be limiting or restricting non-essential visitors and volunteers
  - All visitors/volunteers must report to the school office upon arrival to school.
    - Screening will take place to monitor possible COVID symptoms
    - All visitors/volunteers will be instructed on UBCS Health and Safety Plan procedures
  - A visitor/volunteer log will be maintained in the event contact tracing is necessary.
  - All visitors/volunteers will be temperature screened before leaving the school office.
- Gross Motor Play
  - When feasible, activities that limit physical contact should be utilized and should take place outside.
  - Materials and equipment should be sanitized after use when feasible.
- Limiting the sharing of materials among students
  - To the extent possible, students will not share supplies.
  - When items are shared items will be sanitized between uses.
- Staggering the use of communal spaces and hallways.

- Class schedules will be modified to reduce number of students together in hallways and at lockers.
  - Class bathroom use times will be scheduled.
  - Playground use times will be scheduled.
- Transportation practices will be adjusted to create social distancing between students (field trips).
  - Limit number of students on each bus as much as possible.
  - Students assigned to sit in the same seat on both trips (to and from).
  - If possible, one student per seat. If not possible, no more than two students per seat and students sharing seats must wear masks (unless siblings).
  - When weather permits, open windows to allow for better ventilation.
  - Insist that students stay facing forward and seated at all times.
  - High touch surfaces on busses will be sanitized after each use.
- Field Trips, inter-group activities, and extracurricular activities
  - Field trip
    - October fall field trip will be replaced by a special party day.
    - May field trip will be re-evaluated in the winter.
  - The holding of party days will be permitted.
    - Parents will be asked to contribute a small amount of money to be used for the party food supplies.
    - Pre-packaged foods and foods prepared and plated by a person with masks and gloves will be served.
  - Day Care wide activities
    - Activities will be held outside or in the room adequately sized for social distancing.
  - Meals and treats
    - Snacks given to students will be individually packaged or provided by their parent or care giver.
    - Birthday treats sent from home must be pre-packaged and may not be homemade.
    - Staff will wear mask and gloves when handling student's foods.
    - Parents/guardians are highly encouraged to pack utensils in the lunch boxes of students 1 year old and older.
    - Utensils will be individually wrapped or kept put away and handled with glove and masks.
    - Re-usable utensils provided by the day care will be washed and sanitized after every use.

### **Monitoring Student and Staff Health**

- Monitoring students and staff for symptoms and history of health exposure
  - Step one is to educate all students, parents/guardians, and staff on the signs and symptoms of COVID-19.
    - All students should be checked daily for symptoms of illness (including fever, abdominal pain, vomiting, diarrhea, pink eye and fatigue) before leaving their homes for school.

- All faculty should check themselves daily for symptoms of illness (including fever, abdominal pain, vomiting, diarrhea, and fatigue) before leaving for school.
  - Any staff or student who is symptomatic should stay home.
  - Any student or staff member who is sick with COVID-19 symptoms or a confirmed COVID-19 case, or has been in contact with someone who is sick with COVID-19 symptoms or a confirmed COVID-19 case should notify the school.
  - Upon arrival at school, all students and staff will have their temperature checked and will answer screening questions prior to entering the building for the day.
    - Brightwheel check in codes will be entered on a day care tablet or on a personal device by using the day care QR code.
    - Check in will be completed and drop off notes will be entered for Duckling students.
    - Screening questions will be answered.
    - Staff will take students to their classrooms.
  - At both mid-day and end of the day temperature rescreening will be conducted.
  - The day care director and school nurse (or a designated school employee if the nurse is not present) will evaluate any individual who presents symptoms of illness throughout the school day.
  - Any student or staff member who starts to show symptoms should report to the day care director immediately.
- Any student, staff member, or visitor who becomes sick on campus will be isolated from other students/staff until they leave campus.
  - If feasible, any student who becomes sick while at school should wear a mask.
  - All students should sanitize their hands upon arrival and departure from the nurse's station or isolation room.
  - Any student or staff member who is sent home with COVID-19 symptoms must secure either a COVID-19 test or medical clearance prior to returning.
    - If no confirmed case, student/staff may return with proper medical clearance.
    - If a confirmed case, clearance to return will be granted based on current Bucks County Health Department protocol.
    - Just like dealing with other infectious diseases (example: measles), processes will be put in place to allow the classroom, building, or school to remain open.
      - For the 14 day period following a diagnosis, increased education on signs and symptoms will be implemented.
      - There will also be an increased monitoring of hygiene, use of masks, and social distancing enforcement.
  - Any confirmed positive COVID-19 tests will be reported to the Bucks County Health Department. Names of students or staff who have a confirmed case of COVID-19 will be protected and communication would be coordinated with the Bucks County Health Department.
- Any student or staff member who misses school or is sent home with symptoms but no known exposure to COVID-19 may return to school when they have been asymptomatic and fever free for 24 hours.

- Students/staff members who have been exposed to someone with confirmed COVID-19
  - Any student or staff member who has had direct contact with someone who is a confirmed positive COVID case will follow Bucks County Health Department guidance regarding when they can return to school.

### **Travel Restrictions and Associated Quarantine Requirements**

- International Travel
  - UBCS will be following all Federal immigration and travel guidelines.
  - As of Monday 7/20/20, these guidelines state that both domestic and international travelers entering the United States from another country are mandated to quarantine for 14 days.
- Domestic Travel
  - UBCS will follow all PA state requirements for travelers entering or returning to the state and associated quarantine requirements.
  - As of Monday 7/20/20, PA does not have a mandatory quarantine requirement in place, but does recommend quarantine if traveling from 14 identified states.
  - Any student or staff members who travel to one of these states should notify the school office.

### **Other Considerations for Students and Staff**

- The day care director and school nurse will coordinate a plan with students and parents of students at higher risk.
  - A student-specific plan will be developed for his/her safe return to school.
  - As needed, increased social distancing strategies will be implemented.
- Use of face coverings
  - The purpose of face coverings is to protect others from being infected by an individual who may not realize they are infected.
  - All staff/faculty, students, and visitors/volunteers will be required to have a mask with them while at school or school events. If any person does not have a mask, one will be provided for them by the school.
  - Staff
    - Staff/faculty will be required to follow requirements by the state, but when possible we will not require them as long as it's proper and social distancing is taking place. Staff/faculty will be permitted to wear a mask at any time, if they desire.
    - Staff/faculty will have a face shield available for use when social distancing is not possible if they should choose.
  - Students
    - Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation, as is instructed by the CDC.
    - Students 2 years and older will be required to follow requirements by the state, but when possible we will not require them as long as it's proper and social distancing is taking place. Students are permitted to wear a mask at any time, and are encouraged to do so.
    - Students will be required to wear a mask if they become symptomatic, in common areas or if social distancing is not possible.

- Visitors/Volunteers
  - All visitors/volunteers must report to the day care office upon arrival and sign in at the log-in sheet.
  - Visitors/volunteers will be screened for symptoms (including a temperature check) upon arrival.
  - While on campus visitors/volunteers will be required to following requirements by the state as it applies to wearing masks.
- Use of smocks by staff
  - Staff working with the infant department
    - Staff will wear a smock when holding a child.
    - A new smock must be worn when holding a different child.
    - Smocks may be reused to hold the same child if the smock remains cleans.
    - Soiled smocks must be changed immediately and sent for laundering.
  - Staff working with the early childhood and toddler departments
    - Smocks may be used at any time a teacher prefers.
    - Smocks must be worn when caring for an injured or symptomatic child.
- Diaper changing
  - Staff will wear a mask and gloves while changing students' diapers.
  - Gloves will be removed and hands washed after changing a child.
  - Gloves and dirty diapers will be disposed of in the designated can.
  - Changing tables will be cleaned with DMQ following each diaper change.
    - Spray table with DMQ.
    - Let spray sit for thirty seconds.
    - Wipe off table.