



**A Child's Place Parent Handbook  
Addendum  
for  
COVID-19  
SY2021-2022**

**I have received and read A Child's Place Parent Handbook Addendum for COVID-19 for SY2021-2022. I understand and agree to abide by the policies and procedures outlined within.**

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Child's Name

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Parent/Guardian Signature

Date

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Print Name

## **A Child's Place COVID-19 Policies & Procedures**

At this time, we are proceeding (cautiously) with registration for in-person summer and fall programming. We are carefully in step with CDC and state guidelines and will be sure to make you aware if something changes that prohibits or recommends a change in our programming plans.

Notre Dame of Maryland University ("NDMU" or "the University") adheres to federal, State, and Baltimore City COVID-19 related laws, regulations, and health guidelines and if for any reason the University makes the decision not to allow in-person programming in the fall of 2021, payment will be fully refunded on a pro-rated basis if activities have already begun.

In response to the COVID-19 Pandemic, A Child's Place has put new policies and procedures in place based on CDC Childcare recommendations, guidance from MSDE and the Office of Child Care, and the Department of Health. These precautions are necessary to reduce the risk of spreading the virus in our preschool community. Please note that this is a dynamic document that will be updated as regulations and guidelines change.

### **Staff**

- As A Child's Place reopens, returning staff must present a negative COVID test result prior to returning to campus.
- To protect the health and welfare of staff and children, and to mitigate the severity of COVID-19, ACP will require all staff to have a COVID vaccine prior to the start of in-person sessions, unless religious or medical illness prevents them from taking a vaccine.
- Staff working at ACP will participate in daily symptom checks and be required to participate in the COVID random surveillance testing pool administered by the University.

### **MSDE Guidance for Child Care Facilities -- Closure & Quarantine Recommendations**

A childcare program should enact closure and quarantine close contacts if:

- There is a person (childcare staff, child, or other person) with laboratory confirmed or probable COVID-19 who was present in the childcare program building within the 2 days prior to developing COVID-19 symptoms or while symptomatic, AND had close contact as defined by the CDC, with program staff and/or children.
- There is a person (childcare staff, child, or other person) with laboratory confirmed or probable COVID-19 who is asymptomatic, was present in the childcare program building within the 2 days prior to the date that they were tested, AND had close contact as defined by the CDC, with program staff and/or children.
- There is a person (childcare staff, child, or other person) with COVID-19-like illness who was present in the childcare program building within the 2 days prior to developing symptoms and does NOT receive a negative RT-PCR test or another specific diagnosis from a health care provider.

Note: If the person with confirmed or probable COVID-19 is a parent (or other household member) of a child in care and their only close contact with the childcare program staff and/or children was with their own child, the child should quarantine BUT if the child is asymptomatic, the program should not need to close or quarantine any other persons.

If a COVID outbreak only impacts one class, other ACP classes may continue uninterrupted if there has been no exposure. Parents of children in non-impacted or exposed classrooms who may wish to remove their child from school may lose fees paid.

### **If Your Child or a Staff Member Exhibits Symptoms While at A Child's Place**

- If your child exhibits a fever of 100.4 or more or any of the other possible COVID-19 symptoms while at school, we will contact you and ask that your child be picked up from school within 30 minutes of notification. If there are multiple children in ACP who reside in the same household, in an abundance of caution, we ask that all children be picked up at that time.
- An identified space, the library, will be established to isolate a child who gets a fever while at school or displays symptoms of illness while the parent is being contacted to come to school and take their child home.

### **When a Staff Member is Diagnosed with COVID-19**

- A staff member with a fever or symptoms will be sent home immediately and required to self-quarantine and seek medical attention.
- If a staff member tested positive for COVID-19 and had symptoms, clearance to come to campus may be assigned when:
  1. the individual remains fever-free without the use of fever reducers for 24 hours, AND
  2. symptoms have improved (e.g. cough, shortness of breath), AND
  3. it has been at least 10 days since their symptoms first appeared.

If an individual tested positive for COVID-19 but had no symptoms, the individual can be cleared to return 10 days after the test as long as the individual does not develop symptoms. If the individual develops symptoms, then the individual must follow the recovery strategy for those with symptoms.

Individuals who tested positive must submit a [recovery self-certification form](#) in order to be approved to return to on-campus activities. Notification for return to on-campus activities is directed through the Office of Risk Management & Public Safety.

### **COVID-19 Response to Diagnosis**

- Established by the Department of Health and Maryland State Department of Education, the *Decision Aid: Exclusion and Return for Laboratory Confirmed COVID-19 Cases and Persons with COVID-19-like Illness in Schools, Child Care Programs, and Youth Camps*, will be utilized by ACP to determine the next steps in preventing the spread of the illness at A Child's Place. [https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/decision\\_aid\\_flow\\_diagramv8-final\\_7.23.20\\_child\\_care.pdf](https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/decision_aid_flow_diagramv8-final_7.23.20_child_care.pdf)
- NDMU/ACP will notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and CDC Best Practices for Contact Tracing.
- Areas used by an infectious person (staff or student) will be closed off and not used until that space has been sanitized.
- We will wait 24 hours before cleaning, sanitizing, or disinfecting a suspected contaminated space to reduce risk to individuals cleaning it.
- Any staff members or parents of children who have been in close contact with someone who has tested positive for COVID-19 should quarantine at home for 14 days after their last contact

with the person who has COVID-19 before entering or coming to campus. Individuals may end quarantine after day 10 if they receive a negative COVID-19 viral test result that occurred on day 8 or later. In alignment with CDC guidance, individuals in close contact with someone who has tested positive for COVID-19 do not need to quarantine if:

- Individual has tested positive for COVID-19 within the past 3 months, has recovered, and remains symptom free.
- Individual is a) fully vaccinated ( $\geq 2$  weeks following receipt of the second dose in a 2-dose series, or  $>2$  weeks following receipt of one dose of a single-dose vaccine), b) remains asymptomatic since the current COVID-19 exposure.
- If a staff member or child is diagnosed with COVID-19, that classroom will be closed and thoroughly disinfected by order of the Health Department. The families of the other children in that classroom will be notified of possible exposure and asked to self-quarantine for 14 days (or get a COVID-19 test). Contact tracing will be implemented to monitor possible spread.

### **Preschool Environment and Social Distancing**

- Organize classrooms into cohorts to be separate and distinct learning spaces with no shared learning objects. Each classroom has the same teacher all day every day, with the possible exception of lunch and bathroom breaks when an assigned floater teacher will relieve the lead teacher.
- Sleeping cots will be spaced out to allow social distancing and head-to-toe positioning.
- A sneeze guard between the hallway bathroom sinks has been installed to ensure two children may wash their hands safely at the same time.
- To enforce social distancing for children, hula hoops are available for each classroom. Hoops will be assigned to a child and placed on the floor in the classrooms to maintain social distancing. Children may sit within their hoops in the classroom for large and small group activities, as well as individual tasks utilizing instructional materials, such as books, puzzles, manipulatives, etc., and movement and exercise.
- Schedules will be adjusted to allow for frequent outdoor breaks when one classroom at a time may use the outdoor playground.
- Outdoor learning will be expanded. An additional grassy outdoor space near the ACP main entrance will be adapted and covered with a sail canopy. Each classroom will have daily opportunities to take learning outside, not just for gross motor activities, but also for regular class activities, such as language and literacy, math, art, music, etc. ACP will make use of outdoor space a priority, as weather permits.
- New air filters have been installed in each classroom. A Nu-Calgon 4900-20 - iWave-R Self-Cleaning Bi-Polar Ionization ION Generator are mounted inside of each air handling unit.

### **Face Coverings**

- Based on how developmentally appropriate it is for each individual child, all children will be required to wear facemasks inside the classrooms and when moving into and out of the building or into the shared hallway.
- When outside, face masks will be worn unless the children are involved in activities that ensure they are maintaining the recommended social distancing.
- Children will take facemasks/coverings home each day for cleaning.
- Children with a medical issue that makes the use of a cloth covering unsafe will not be asked to wear a mask.

- Parents are required to supply two extra cloth face coverings for their child in a sealed Ziploc bag to be used by your child as the need arises. Label the Ziploc bag with your child's name.
- ACP will maintain a supply of facemasks/coverings on location (cloth and disposable) in the event of damage, contamination, or emergency need, in both children's and adult sizes.
- For young children with no medical problem that makes use of a cloth face covering unsafe, parents and staff will work together to maximize the use of cloth facemask/ coverings while attending ACP. Staff and families are asked to teach and reinforce proper use and removal of cloth face coverings, including the use of behavioral strategies as necessary to assist children with becoming comfortable wearing cloth face coverings.

## Daily Health Checks

- ACP has established routine, daily health checks on arrival, of both staff and children including daily morning temperature checks and NDMU's electronic COVID-19 health self-check for staff and a child's health check for parents to complete. Any temperature of 100.4 or above will require the teacher or student to immediately depart campus.
- Daily temperature checks will be conducted at least two other times during the day (at lunchtime (11:30-Noon) and after nap (3:00 pm) to ensure children remain symptom free.
- Parents are required to keep sick children home. No temperature above 100.4 will be accepted at arrival. Do not provide your child with fever reducing medicine. Temperatures will be taken throughout the day, and a child with a temperature of 100.4 or above will be sent home immediately.
- Each day, parents or caregivers will be required to complete a self-screening COVID assessment for their child prior to arriving on campus and show the "green" clearance to attend school that day. If the self-screening indicates the child is not clear to attend campus activities (a "red" not clear notification), the child will not be allowed on campus until a green clearance indicator is presented.

### Allowed on Campus

May 12, 2021 , 4:45 PM

Clear

You may drop off your child at A Child's Place (ACP)

Be sure to show this email or a printed version of this to the staff upon arrival.

Do not reply to this email.

For further information contact Mary Ellen Ashton at [mashton@ndm.edu](mailto:mashton@ndm.edu)

### Not Allowed on Campus

May 12, 2021 , 4:49 PM

Not Clear

You may not bring your child to campus.

Please contact your child's health care provider.

Do not reply to this email.

For further information contact Mary Ellen Ashton at [mashton@ndm.edu](mailto:mashton@ndm.edu)

Link to the NDMU ACP COVID-19 Symptom Checker for Children attending A Child's Place (ACP).

[ndm.edu/ACPScreen](http://ndm.edu/ACPScreen)

ACP will monitor absences of children and staff to identify patterns or trends in illnesses and absences.

### **Visitors in the Building**

- Only staff and students of A Child's Place will be allowed to enter the preschool.
- Parents and family members are not allowed in the building.
- There will be no visitors, volunteers, or activities involving other groups in the preschool space.
- Touring A Child's Place will be limited to a virtual tour on the ACP website after children have returned to class and/or summer camp.

### **Drop Off and Pick Up Procedures**

- ACP parents will complete a survey indicating their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice of a time slot to determine drop-off and pick-up times for each child on a staggered schedule.
- Due to COVID-19, parents will not be allowed to enter the school for drop-off or pick-up.
- Before arriving on the campus of NDMU, parents are required to respond to the online assessment of your child's health by answering questions related to COVID-19 symptoms:
  - Coughing
  - Sore Throat
  - Shortness of breath or difficulty breathing
  - Fever
  - Chills
  - Muscle pain
  - New loss of taste or smell
  - Headache
- Upon arrival, the parent will take their child's temperature in view of ACP staff and show the registered temperature to the staff person to be recorded.

#### **\*New ARRIVAL Procedure to Address COVID-19 Concerns:**

- Display the ACP Family ID Card in the front window of your car.
- Adhere to assigned drop-off schedule.
- Abide by traffic patterns and directions from ACP staff and NDMU Public Safety Officers.
- Drive into the ACP parking lot, but do not park your car. Cars will line up as they arrive during your assigned time period (based on the Parent Survey you completed).
  - When you get to the front of the line, park in the single reserved ACP parking space.
  - Get out of the car with your child.
  - You and your child must each wear a mask.
  - A staff person will be at a table in front of the entrance to ACP.
  - Use your own forehead electronic thermometer to take your child's temperature in view of the staff person and then show the thermometer/temperature to the staff person who will record it.
  - You will show the staff person your electronic pass to be on campus that day as a result of your answers to health questions about your child that you completed online **before** you came on campus.
  - You will use your own pen to sign in your child each morning.
  - A staff person will escort your child into the building and to their classroom.

- After that parent leaves, the next car in line will pull into the single ACP parking space and begin the same process.

**\*New DISMISSAL Procedure to Address COVID-19 Concerns:**

- Display the ACP Family ID Card in the front window of your car.
- Adhere to assigned drop-off schedule.
- Abide by traffic patterns and directions from ACP staff and NDMU Public Safety Officers.
- During your assigned pick-up time period, you will line up in the same manner as you did in the morning.
  - When you are next in line, pull into the single ACP reserved parking space.
  - You will get out of the car wearing a mask and sign your child out using your own pen.
  - One staff person will be there to identify you and the child you are picking up and go inside the preschool to escort your child from their classroom.
  - The staff person will bring your child (wearing their mask) out to your car.
  - You will place your child in their car seat and buckle them in.
  - The next car will pull into the single ACP parking space to begin the same process. The process calls for **all children to be picked up by 5:30 each day.**

**Limit Exposure of Children's Belongings to Cross-Contamination**

- Protective coverings for children's cubbies have been installed to eliminate cross contamination (shower curtain material affixed to the front of the cubbies).
- Children will be assigned to every other cubby.
- Each child will have their personal belongings separated from other students' and in individually labeled storage containers inside covered cubbies.
- No backpacks or lunch boxes will be allowed.

**Bedding**

- Children's bedding will be sent into school every Monday in a large brown paper grocery bag with the child's name on it.
- To prevent cross contamination from one child's bedding to another, a staff person will place the bedding in an extra-large Ziploc bag with your child's name on it for storage during the week.
- The teacher will store the child's bedding back in the Ziploc bag after nap time.
- All bedding will be sent home on Fridays to be laundered and returned to school on Monday in a new large paper grocery bag.
- Most three- and four-year olds appreciate having a 'lovey' or small soft toy of their own to have with them during nap time. This item will be stored with the bedding.

**Reduce Sharing of Classroom Materials**

- Adequate supplies have been purchased to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc.) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Certain materials will not be used in the classrooms at all if we are unable to wipe them clean and disinfect between use. This includes soft surface materials such as stuffed animals, dress up clothes, etc.

## **Direct Contact with Children**

- To prevent the risk of transmitting COVID-19, staff and students will be educated and trained to discourage immediate contact, i.e., shaking hands, holding hands, or hugging. Other forms of greeting shall be introduced, e.g., waving, thumbs up, peace sign, air hug, say “hello” in sign language, and more.

## **Hand Hygiene and Other Healthy Habits**

- A hand hygiene station is to be available at the entrance of A Child’s Place, so that children can clean their hands with hand sanitizer before they enter and may wash them in a sink upon entry to the classroom.
- ACP staff will continue to teach and reinforce washing hands and covering coughs and sneezes among children and staff.
- Hand washing/hand hygiene will occur for all children and staff upon arrival and frequently throughout the day.

## **Bathroom Usage**

- Adjoining classrooms will share one common bathroom space between classrooms that will require disinfecting after each use.
- Only one child may go into the bathroom at a time.
- The common bathroom in the hallway will only be used by the cohort assigned to the Big Room and in emergencies when a child is accompanied by a staff person.
- If a second child needs to use a bathroom where the shared in-between rooms bathroom is in use, a staff person will escort the child to the hallway bathroom as long as no one from the Big Room is in there. After returning the child back to the classroom, the staff person will spray disinfectant in the hallway bathroom on touched surfaces.

## **Access to Drinking Water**

- ACP has taken steps to ensure that all water systems, i.e., sinks, are safe to use after a prolonged facility shutdown to minimize the risk of diseases associated with water.
- Ahead of re-opening, all points of water have been flushed per-CDC guidance, and daily flushing of all toilets and running of faucets will continue each day thereafter by NDMU staff. Source: <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>
- Water coolers are placed in each classroom for drinking water purposes.

## **Meals and Snacks at ACP**

- Parents are required to send into the preschool a box of gallon size Ziploc plastic baggies for children’s daily lunches.
- Lunches are to be sent into the preschool in paper lunch bags with the child’s name on it (no lunch boxes or hard containers). Parents may also opt to purchase child-friendly lunches from campus dining services.
- The staff person who greets the child upon entering will place their lunch in a new Ziploc bag each day, ensuring no cross contamination with another child’s lunch from home. The child’s name will be written on the Ziploc bag, and the paper bag placed inside.
- The Ziploc bags will be stored in the refrigerator until lunch time.
- Families may opt to purchase a bag lunch through the NDMU (SAGE) dining hall in Doyle Hall for the cost of \$5.00 per day. Orders must be placed on a weekly basis, not daily. Lunches



must be ordered and paid for one week before the week when lunch is to be delivered. Purchased lunches will be delivered to ACP ahead of lunch time and stored in the refrigerator. Sage possesses a certificate from the DOH and will provide this certificate upon request.

- ACP will continue to provide milk and pre-packaged snacks, delivered via contactless method using SHIPT.
- No food sharing will be allowed. No birthday cakes or home baked items will be permitted into the center to be shared.

### **Cleaning and Disinfecting in ACP**

- A supply of cleaning supplies will be maintained at A Child's Place, including Lysol Disinfectant spray, Clorox, wipes, hand sanitizer, etc.
- Soap and water and a bleach and water solution will be used in the classrooms for high touch areas throughout the day as directed by the Office of Child Care.
- Following guidelines of OCC, CDC, and the EPA, cleaning and disinfecting will be done multiple times per day, in a safe manner, away from children.
- After children and teachers have left ACP for the day, staff of the NDMU Facilities Department will complete a complete evening cleaning and disinfecting of the preschool.