

Southborough Village Preschool

COVID-19 Safety Policies and Procedures

2020-2021

Dear Southborough Village Preschool Families,

Below you will find details regarding the Daily Screening Questionnaire, as well as the SVP COVID-19 Policies and Procedures, that we will use when responding to COVID-19 related issues at Southborough Village Preschool. Our procedures and protocol have come together after careful consideration of the information given to us by the MA Department of Early Education and Care (our licensors), the Southborough Department of Public Health, the MA Department of Public Health and the Center for Disease Control. Please note that the Southborough Village Preschool COVID-19 Policies and Procedures are consistent with those of the Northborough/Southborough Public School System. Be sure to let us know if you have any questions or need any clarification on any of the below items. We ask that you read through this document and sign and date it on the back, indicating that you have received and understand this information.

The following COVID-19 Policies and Procedures will be in place for the 2020-2021 school year, in order to minimize the risk of illness to all members of the Southborough Village community. We reserve the right to change these policies at any time in accordance with new CDC, DPH, or DEEC guidelines. Please see below for more details regarding the SVP COVID-19 Policies and Procedures.

- **All staff /parents are required to immediately report** all positive/presumptive cases of COVID-19 as well as all instances of contact with positive/presumptive COVID-19 cases, and all illness symptoms to the Directors.
- **Any staff/ student who tests positive for COVID-19** must quarantine at home for the following duration.
 - **If symptomatic:** Quarantine at home for 10 days from symptom onset plus 24 hours fever free without the use of medication, feeling well/energetic and symptoms improving.
 - **If asymptomatic:** Quarantine at home for 10 days from the date of the positive test result. If asymptomatic at the time of the test, but person develops symptoms later, then 10 day isolation begins again at the time of symptom onset.
- **If it is determined that a student/staff has been exposed to COVID-19, or a presumed positive case,** (even if the student/staff member and/or COVID positive person is asymptomatic) that person must quarantine at home for a full 14 days after the last day of contact with the person who is COVID positive. Testing five days after exposure is encouraged for contact tracing but will not change the quarantine duration.
- **If there is a confirmed case of COVID-19 (or presumed case pending test results) with an SVP child/staff,** the entire class and teacher will quarantine at home for two weeks (14 days) after the last day of contact with the person who is COVID-19 positive. Testing on day 5 of quarantine is encouraged for contact tracing but will not change the quarantine duration.
- **If a child/staff has symptoms of COVID-19 (see Daily Screening) and were not otherwise exposed to an individual who is COVID-19 positive or presumed to be COVID-19 positive,** they may not return to school until symptoms abate, and the child's doctor has given written permission to return to school. In the case of an alternative diagnosis, (strep throat, influenza, etc.) the child/staff return will be per usual SVP policies and written permission from a doctor. If an alternative diagnosis is not made, a COVID-19 test will be required. In the case of a negative test, the student/staff may return to school when he/she has been fever free for 24 hours without the use of fever reducing medication, with improving symptoms and feeling well. If a student does not get tested, he/she will be required to quarantine for a full 10 days.

- **Definition of a close contact:** Either a household member or close contact (within 6 feet for more than 10-15 cumulative minutes throughout the day) to anyone with a known diagnosis of COVID-19 in the past 14 days.
- **Definition of COVID-19 related fever:** The threshold for a COVID-19 related fever by the CDC has been updated from greater than 100.4 F to greater than 100.0 F. Going forth, a fever as a COVID-19 symptom will now be defined as 100.0 F or greater. Children must be fever free, without the use of medication for 24 hours.
- **SVP reserves the right to require that a child stay home** regardless of COVID-19 symptoms if there is concern about COVID-19, until the child has written permission from a doctor to return to school.
- **All cases of COVID-19 will be reported to the Southborough Board of Health**, and we will also consult with them on a regular basis with any COVID-19 related questions.
- **In the case of a positive case of COVID-19 at SVP, additional deep-cleaning** will occur at the school and the Directors will communicate the situation with all parents, while maintaining individual confidentiality.
- **If a class is quarantined**, that class will receive online instruction for two weeks, or the duration of quarantine.
- **If there is more than one confirmed case of COVID-19 in a 14 day period**, it is likely that SVP would be closed for 2 weeks and online instruction would be offered. Reopening would occur after careful consultation with the Southborough Board of Health and our Health Care Consultant.
- **Daily Screenings of all staff and students** will be conducted at drop-off and will also be used to monitor health throughout the day. We ask all parents/staff to conduct Daily Screenings every day at home as well, for all household members. Parents will be required to sign the Daily Screenings.
- **Masks:** All teachers/adults are required to wear a mask at all times on the property of Southborough Village Preschool. The CDC has determined that masks are critical in reducing the transmission of COVID-19. While the DEEC has determined that children under the age of 2 should not wear masks, and that parents can decide if they choose to have their preschooler wear a mask, we strongly encourage the use of masks for all children (with appropriate breaks). **All children must bring two labeled masks to school each day.**
- **All staff/adults and students will be required to wash their hands upon entering the school** and frequently after that, including always before and after meals and bathroom use.
- Staff will minimize movement throughout the building, and in/out of classrooms.
- **Students will remain with their class for the duration of the day.** Classes will not be joining other classes, either in the building, bathroom or at recess.
- **All surfaces and high touch areas will be frequently cleaned and disinfected throughout the day**, including but not limited to counters, tables, doorknobs, lights switches, bathroom, play areas, etc.
- **Classrooms will be cleaned** throughout the day, while students are out at recess and additionally cleaned daily, after school, by our professional cleaners.
- **The playground equipment** will be sanitized between assigned class recess times.

- **New Requirement:** All children attending school in Massachusetts will be required to receive the **influenza vaccine, by December 31, 2020**, per order of the MA Department of Public Health.
- **All current immunization requirements** put forth by the MDPH, for school aged children, will remain in place under the COVID-19 Safety Procedures and Protocol. Please see your child's pediatrician to ensure that your child is up to date on all immunizations including influenza.
- **Families are urged to limit out-of-state travel** only to states designated as COVID-19 lower-risk states. If your child has traveled to any high risk states, your child may not attend school for 14 days after returning to MA. You may not test out of the quarantine for attendance at school. If you or a family member has traveled to high risk states, we ask that you quarantine for 14 days and use extreme caution to monitor your child for any possible COVID-19 symptoms. <https://www.mass.gov/info-details/covid-19-travel-order#how-to-quarantine->
- Please read through the DEEC Minimum Requirements for Health and Safety for further details regarding how illness or suspected exposure will be handled. https://eelead.force.com/resource/1591036172000/min_req
- **Class start and stop times have been staggered** to ensure that families have space to distance at drop-off and pick-up, and to allow us time to screen all students and families at the start of the school day.
- **We ask that you keep the number of people who drop-off/pick-up your child to a minimum** (with only one parent/caretaker walking the child to the door), and wait on the spaced markings as you approach the front of the school. We suggest waiting by your car if you see more than 4 or 5 families waiting in line. Please approach the school using the front-center walkway, and exit to your left along the walkway adjacent to the playground.
- One of your child's teachers and a Director will be **greeting your child at the front door** and walking your child down the hallway to his/her classroom. Unfortunately, in an effort to reduce the points of contact that a student encounters during the day, **parents/guardians, caretakers and specialists are not allowed in the building.**
- Due to the need for social distancing at drop-off/pick-up, and the Daily Screening process, it may be difficult to find as much time as you would like to talk in person about your child. As such, teachers are also available to communicate by phone before or after school, or through email.
- Whenever possible, staff will minimize the number of individuals with whom students and staff come into contact with by **limiting contact between groups throughout the day.**
- **Staff will minimize prolonged close contacts** between individuals within a group as much as possible.
- **Within the classroom, teachers will work to ensure that our play areas remain as safe as possible**, and that whenever possible, children are not sharing toys and materials. Students will each have their own supply bags (markers, glue sticks, etc.) to use throughout the day, to minimize sharing.
- **Students will work in small groups within the classroom**, under the guidance of a teacher, and engage in a variety of activities that allow for reasonable distancing, whenever possible. On the rug, and during group time, we will be using individual carpet squares and/or tape to encourage spacing.
- For snacks/lunch, **students will be spread out between tables**, with no more than 2-3 students per table.
- See Daily Screening Questionnaire and Protocol below.

We recognize that there is a lot of information to absorb and we will do our best to help provide clarity where it is needed. We greatly appreciate your support as we work together to create and maintain a safe and healthy school environment this year. As such, please keep the following guidance in mind as we begin the school year.

In order to mitigate the spread of the COVID-19 virus amongst our SVP community, staff and parents/guardians will need to monitor themselves and students for symptoms suggestive of COVID-19 as well as practice safe social distancing and masking behaviors outside of the school environment. If a student/staff is positive for COVID-19, or if symptoms are present, or if there has been contact with a positive (or presumptive) COVID-19 case, the student/staff will need to stay home until cleared by a doctor, with documentation. Please do not send your child to school if your child is ill, has been exposed to someone who has tested positive, or presumed positive for COVID-19 in the past 14 days, or if you have administered fever reducing medication in the past 24 hours and/or your child recently traveled outside of the lower risk states. Please communicate all information on your child's illnesses with the Directors throughout the year.

I acknowledge that I have read through and understand the Southborough Village Preschool Policies and Procedures and Supplemental Disclosures regarding COVID-19, as well as the Daily Screening Questionnaire and Protocol. I understand that Southborough Village Preschool is implementing these Policies and Procedures in an effort to minimize the risk of COVID-19, although the risk cannot be entirely eliminated. I agree to adhere to the SVP COVID-19 Policies and Procedures and cooperate in Southborough Village Preschool's efforts to minimize the risk of COVID-19 in the Southborough Village Preschool community. I agree to abide by these policies and procedures for the duration of the school year.

***See Daily Screening Questionnaire and Protocol below.**

Child's Name _____

Parent's Name _____

Parent/Guardian Signature: _____

SVP Daily Screening Questionnaire and Protocol

Name: _____

Date: _____

We will use this questionnaire to screen all staff and students daily upon arrival and prior to entry into the Preschool. It will also be used to guide the ongoing monitoring of all students and staff throughout the day.

If ALL of the below are NO, the child MAY attend school today. If the child shows signs of any of the below during the day, we will follow exclusion protocols and call the child’s parents/caregiver to pick the child up.

If ANY of the below are YES, the child SHOULD NOT BE ALLOWED to attend school today. The child will return home with their parent/caregiver and follow the SVP Health Policy protocol for a return to school.

Today, or in the past 14 days, has the child/teacher had any of the following symptoms?	Yes	No
Cough, not due to other known cause? (such as allergic asthma)		
Sore throat?		
Difficulty breathing or shortness of breath? (without physical activity)		
Congestion or runny nose, not due to other known causes? (such as allergies)		
Headache?		
Fatigue? (*Fatigue alone should not exclude a child from participation.)		
New loss of smell/taste?		
New muscle or body aches?		
Fever of 100.0 F or higher in the past 10 days, without use of fever reducing medication?		
Gastrointestinal symptoms such as diarrhea, nausea or vomiting?		
Any other signs of illness?		
Traveled outside of the lower risk states in the past 14 days? (*see list)		
Had contact with someone in the previous 14 days with a confirmed or presumptive diagnosis of COVID-19, or live with or been exposed to anyone who has a COVID-19 test pending.		
Is the staff member/child cleared to enter school today?		

- If the **child or staff member has been exposed to an individual who is COVID-19 positive** or presumed to be COVID-19 positive, then they may not return to school for 14 days.
- **If the child or staff member has symptoms but not otherwise exposed** to an individual who is COVID-19 positive or presumed to be COVID-19 positive, they may not return to school without a documented alternative diagnosis and doctor’s note or a negative test. In either case, he/she needs to be fever free for 24 hours without the use of medication, feeling well/energetic and with a doctor’s written permission.
- **Any child or staff member who tests positive for COVID-19** must quarantine at home for the following duration.
 - **If symptomatic:** Quarantine at home for 10 days from symptom onset plus 24 hours fever free without the use of medication, feeling well/energetic and symptoms improving.
 - **If asymptomatic:** Quarantine at home for 10 days from date of the positive test result. If asymptomatic at the time of the test, but person develops symptoms later, then 10 day isolation begins again at the time of symptom onset.

I acknowledge that I have read and understand the Southborough Village Preschool COVID-19 Policies and Procedures and I agree to abide by these policies for the duration of the school year. I agree that the above Daily Screening Questionnaire and Protocol answers are true, to the best of my knowledge.

Parent/Caretaker Signature: _____

Staff Signature: _____