

# Southborough Village Preschool

## COVID-19 Safety Policies and Procedures

### 2021-2022

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, the American Academy of Pediatrics 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 as we begin the 2021-2022 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, MDPH, or DEEC guidelines. Please see below for more details regarding the SVP COVID-19 Policies and Procedures 2021.**

- All staff/parents are required to **immediately report** all positive cases of COVID-19 as well as all instances of close contact with positive COVID-19 cases, and all illness symptoms to the Directors.
- **Please do not send your child to school if your child is ill, has any illness symptoms, 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.**
- **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 an unvaccinated individual** is a close contact of a COVID-19 positive person, they will need to remain home on quarantine for at least 7 days, returning on the 8<sup>th</sup> day if they have a negative COVID test and no symptoms; if no test, returning on the 11<sup>th</sup> day with no symptoms. Testing is recommended on day 5 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 a minimum of 10 days after the last day of contact with the person who is COVID-19 positive. Actual duration of quarantine will be determined by the Southborough Board of Health. Testing on day 5 of quarantine is encouraged for contact tracing but will not change the quarantine duration.
- **If the child or staff member has symptoms (see Daily Screening below) 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 from a medical professional and a negative test. In either case, he/she needs to be fever free for 24 hours without the use of medication, feeling well and energetic.

- **Definition of a close contact:** Someone who is within 6 ft. of a positive individual for a cumulative total of 15 minutes or more in one day. **Exemptions include** individuals who are fully vaccinated and are asymptomatic, and individuals who have had COVID-19 in the past 90 days and are asymptomatic.
- **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 health professional 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 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 the duration of quarantine.
- We ask that you use the **Daily Screening Questionnaire**, at the end of this document, to screen your child (and household members) every morning. You will *not* be required to fill out a hardcopy of the questionnaire but you *will* be required to sign your child in when you arrive at school. By your signature, you agree that your child is symptom free and has not had any known contact with any COVID-19 positive individuals and that you will abide by the COVID-19 Policies and Procedures in place at Southborough Village Preschool this year.
- **Masks:** Just yesterday, we finally received the latest guidance on masking from the Department of Early Education and Care. As of September 7, 2021, the DEEC is requiring masks for all adults and children, five years of age and over, regardless of vaccination status, and strongly recommends the use of masks indoors for children ages 2-5. Additionally, the American Academy of Pediatrics, CDC and MDPH strongly recommends that *ALL unvaccinated individuals, regardless of age, wear masks while indoors, as masks are critical in reducing the transmission of COVID-19.* As our preschoolers are too young to be vaccinated, we ask at this time, that all students wear masks, to the best of their ability, with appropriate breaks, while indoors at SVP. Children do not have to wear masks nor maintain distance, while outdoors. As we move through the school year, we will continue to monitor the situation and reevaluate COVID-19 policies as needed.
- **All children must bring two labeled masks to school daily (in a small bag).**
- **Travel Guidelines:** Travel restrictions have changed quite a bit this year, but we do remind families and staff members that all travel poses additional risks and even fully vaccinated travelers are at increased risk for getting and possibly spreading new COVID-19 variants. We will be following the Travel Guidelines put into place by the **Northborough Southborough Public School's COVID-19 Medical Advisory Team.** See the Travel Guidelines document for current information regarding domestic and international travel. Please note, all children under the age of 12 are considered "unvaccinated individuals".
- **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.
- **All surfaces and high touch areas will be frequently cleaned and disinfected throughout the day.** Additionally, the school will continue to be cleaned by our professional cleaners every evening.
- **Enhanced ventilation and circulation** will continue to be used inside the preschool this year.

- Classes will be spending a generous amount of **time outdoors** each day. Please take care to ensure that your child is always prepared for outdoor play, regardless of the weather.
- **All current immunization requirements** put forth by the MDPH, for school aged children, will remain in place under the SVP 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.
- **We ask that you be mindful of distancing while dropping your child off and picking up at school.**
- **We ask that all *unvaccinated adults wear masks at the drop-off and pick-up areas of the school.***
- 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 at this time.** We will continue to evaluate this policy and hope at some point soon, to be able to invite parents into the building.
- For snack and lunch times, while unmasked, students will be distanced as feasible.
- Teachers will maximize distance in the classroom as feasible.

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, for our students, families and staff.

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 recognize that these policies and procedures may be updated as needed throughout the school year. I agree to abide by these policies and procedures for the duration of the school year.

Child’s Name \_\_\_\_\_

Parent’s Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# SVP Daily Screening Questionnaire and Protocol

*(For reference during screenings, not to be printed, signed or submitted)*

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-with a doctor’s note)		
Sore throat?		
Difficulty breathing or shortness of breath? (without physical activity)		
Congestion or runny nose, not due to other known causes? (such as allergies-with a doctor’s note)		
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?		
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.		
<b>Is the staff member/child cleared to enter school today?</b>		

- **If an unvaccinated individual** is a close contact of a COVID-19 positive person, they will need to remain home on quarantine for at least 7 days, returning on the 8<sup>th</sup> day if they have a negative COVID test and no symptoms; if no test, returning on the 11<sup>th</sup> day with no symptoms.
- **A vaccinated individual** who is a close contact of a COVID-19 positive person, and remains asymptomatic, is exempt from quarantine and testing. If symptomatic, vaccinated individuals will follow the protocol for testing and quarantine.
- **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 from a medical professional and a negative test. In either case, he/she needs to be fever free for 24 hours without the use of medication, feeling well and energetic.
- **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 and energetic and symptoms improving.
  - **If asymptomatic:** Quarantine at home for 10 days from date of the positive test result.

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: \_\_\_\_\_ (daily signature not required)