



# **Talbot Park School Guidelines and Protocols**

## *Covid-19*

The school's policies will be aligned with Virginia Health Department and CDC recommendations regarding COVID-19 safety procedures and will follow the guidance of the CDC, VDH, and Federal and State officials if children, staff, or parents develop COVID-19 symptoms. These policies may be modified as changes are made by the authorities to these recommendations. Parents and staff will be required to sign an informed consent that acknowledges the risk of infection and releases the school from liability.

Parents and employees (as well as members of their households), especially those who are at greater risk of COVID-19 complications, should practice strict self-quarantine measures. Individuals at higher risk for severe illness from COVID-19 (adults 65 and older and people of any age who have serious underlying medical conditions) should consult with their medical provider to assess their risk of returning to the school. Families are encouraged to remain at home to care for their children if possible. Families and staff choosing to attend the school must carefully evaluate the risks of COVID-19 infection before returning to school and do so at their own risk.

Capacity shall be limited to 10 individuals per room, consisting of at least two teachers and up to 8 students. No events or gatherings other than classrooms will be allowed. The school will do its best to maintain physical distancing measures, however, due to the ages of our students, our school community recognizes that these measures will only be partially successful.

### **Communication**

1. Practicing effective infection control measures requires good communication and the cooperation of the whole school community including home, school, and workplaces.
2. Talbot Park will distribute relevant information on the coronavirus that is given to us by the Department of Education, the CDC, the VDH, and the Department of Social Services, and will promptly communicate any orders or notices from local, state, or federal authorities.
3. Talbot Park will keep parents updated on illnesses in the school and school community and on school plans in response to outbreaks while maintaining the confidentiality of individuals who are sick.
4. Parents and staff are required to immediately inform the school about all household illnesses and any exposure to the coronavirus, including any travel plans. Parents and staff are discouraged from gathering or socializing anywhere outside of the household without following State and federal guidelines.

## **How the School Community Can Help Before and After School**

1. Take the temperatures of both children and parents, as well as staff and their household, immediately before leaving for school each day. If anyone in the household has a fever of 100.4 or above, or symptoms of illness, the child or staff member must be excluded from school. (See Symptoms and Exclusions below.)
2. Keep up to date on immunizations and wellness checks.
3. Wear masks at drop off and pick up.
4. Schedule your child's bath time for immediately after school. Commit to practicing good handwashing techniques at home.
5. Dress your child in clean clothes each day and disinfect lunch boxes daily.
6. Do not bring any toys or items to share from home. If your child brings any items to school such as a lovie, disinfect it each day after school.
7. Apply sunscreen to your child within 30 minutes before dropping off at school.
8. Commit to physical distancing as a family so that we can keep all our community healthy and safe.
9. Staff and families must pack cold lunches and snacks.

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

1. All drop off must be done through the main entrance (door under red awning).
2. Only one guardian is allowed inside for drop off.
3. Each family will be met in the lobby at a check in table. At the check in table both student and guardian will have their temperature taken, and asked for any symptoms relating to COVID-19. Anything over 100.4 will not be permitted entrance.
4. Please maintain 6 feet distance between families while waiting.
5. Parents will be asked during drop off to confirm that the child does not have fever, shortness of breath or cough and if any medications were used for their children including medications to lower the child's temperature. Parents will also be asked if there are any household members with COVID-19.
6. If excluded, a note from your child's physician clearing your child for return to school for any illness must be pre approved by the school director before your child can return. Final approval is at the discretion of the school director.
7. Staff will immediately wash students' hands upon entering the classroom.
8. For the time being we are recommending that parents drop off and pick up each day. If you need to assign a different pick up/drop-off person, it should be the same person every day. Please remember to keep up to date in the school files with persons allowed to pick up your child.
9. For Pick Up if it is the same screened person from the morning drop off there will be no additional screening. If it is someone different picking up, they must use the front entrance and screened before being able to enter the children's wings.

## Masks and Clothing

Staff and parents must wear masks during drop off and pick up. Staff members will wear masks when in close contact with children. Children aged 3 years and older can wear a mask if requested by parents, and teachers will make every effort to ensure the masks are used during the day.

1. If choosing to have your child wear a mask, parents must provide the daily-cleaned mask. Children 2 years of age and younger are not permitted to wear masks.
2. Masks ([cloth face covering](#)) must be cleaned daily and must cover both nose and mouth.
3. Children's masks must be removed for napping.
4. Children must have several full changes of all clothes (a minimum of 3 changes).
5. Teachers need a minimum of two changes of clothes available.
6. All clothing must be freshly laundered.

## Symptoms and Exclusions

**Anyone testing positive or exposed to Covid-19, including anyone with a household member who is known to have COVID-19, cannot attend until after a minimum of 14 days and both a physician's note clearing the individual as well as clearance by the school director.**

- All positive Covid-19 tests and exposures require notification of the Norfolk health department and the school's licensing inspector to identify individuals who will need to quarantine. The school will follow all guidance from authorities regarding possible measures including exclusion time.
- A list of all the individuals who may have come into contact with positive/exposed individuals will be kept.
- Parents/staff should call their health care provider immediately for further guidance. The school must be informed immediately if any person in the household is diagnosed with COVID-19.
- Children who become sick at school will be separated from the group in a safe, supervised location such as the school office until parents pick up. Parents are required to immediately pick up their child—within an hour maximum. Consult with your child's doctor immediately. If you are unable to pick up, ***please make sure persons on your designated pick up list are willing and able to do so during the pandemic crisis.***
- In addition, if a child or staff member presents with **any** symptoms of illness, the child or staff member must stay at home until cleared by a physician and by the director of the school. Sick staff members shall not return to work until they have met the CDC [criteria to discontinue home isolation](#), and have been cleared to return by the school director.
- Regular health checks of staff and children will be completed during the day to look for symptoms of sickness or fever. Children with pre-existing health conditions that could make them more vulnerable to COVID-19 will need to have clearance from their doctor before returning to school.

## **Protocols for Identified Cases of COVID-19 in the School**

**If an ill student or staff member attended school prior to being confirmed as a COVID-19 case:**

- **The school will work with the local health department and other relevant leadership to communicate the possible COVID-19 exposure. Local health officials may recommend temporary school dismissals.** Local health officials' recommendations for the scope and duration of school dismissals will be made on a case-by-case basis based on the most up-to-date information about COVID-19 and the specific cases in the community.
- Symptom-free children and staff should not attend or work at another facility, which would potentially expose others.
- **Local health officials will advise the school to determine when a student or staff member can return to school and what additional steps are needed for the school community (noting the 14-day minimum requirement for individuals above).** In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 are required to follow instructions from local health officials to determine when to return to school.
- During school dismissals, the school may stay open for staff members (unless ill) while students stay home. Keeping the school open a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts.
- The school will maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
- If COVID-19 is confirmed in a child or staff member the school shall:
  - Immediately contact the local health officials for guidance.
  - Immediately close off areas used by the person who is sick.
  - Open outside doors and windows to increase air circulation in the areas.
  - Wait up to 24 hours or as long as possible before cleaning or disinfecting.
  - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
  - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Follow CDC guidance on how to disinfect your building or facility if someone is sick.

## **Physical Distancing Protocols**

- **The school will promote physical distancing measures to keep children 6 feet apart (as best possible).** Physical distancing will be practiced to the maximum extent while still allowing for the care of children. Staff will need to be in close proximity to children when providing care, but staff will attempt to keep children apart from each other and limit physical proximity as best as they are able.
- Signage and reminders will be used to encourage all individuals to stay at least 6 feet apart.
- Adults should attempt to stay 6 feet away from each other, including staff and parents, using signage and other reminders.
- The school will implement small group activities and encourage individual play/activities. For example, if the class has 8 children, break into two smaller groups, and designate space in the classroom for individual play. In infant classrooms, keep the non-mobile infants separate from the mobile infants and encourage individual activities.
- Consider use of spaces to better accommodate physical distancing, i.e., play room.
- Physically rearrange rooms to promote individual play and to spread children out within the classroom.
- Meals will continue to be provided in the classroom; however, meals may be staggered with seating and tables arranged to maximize the space between individuals (if possible 6 feet of separation). Tables and chairs will be cleaned and disinfected between lunch shifts. Employees will handle all utensils and serve food to reduce spread of germs.
- Outside time will be staggered; play outside will be one classroom at a time.
- To the degree possible, the school will attempt to maintain the same classroom groups every day to help reduce potential exposures.
- If possible, at nap time, ensure that children's naptime cots are spaced out as much as possible including placing children head to toe in order to further reduce the potential for viral spread.
- Visitors and volunteers shall not be allowed in the education wing, or on the playgrounds.

### **Activity Recommendations**

The school shall strive to do the following:

- Plan activities that do not require close physical contact between children.
- Refrain from activities that promote touching or closeness (circle time, handholding, center play, etc.).
- Set up individual play activity stations, i.e. art, puzzles, and reading.
- Eliminate large group activities. Avoid gathering in larger groups for any reason.
- Limit the number of children in each program space.
- Increase the distance between children during table work.
- Limit item sharing, and if items are being shared, remind children not to touch their faces and wash their hands after using these items. Limit shared teaching materials to those that can be easily cleaned and disinfected at the end of the day or more often as needed.

- Playdough cannot be cleaned or sanitized, so consider individual containers labeled with names, or discontinue use.
- Water or sensory tables will not be used.
- Minimize time standing in lines.
- Incorporate additional outside time and open windows if possible.

## **Infection Control and Sanitation**

### **The School Shall:**

- Increase the cleaning, sanitizing, and disinfecting of surfaces and objects, especially those that are frequently touched, including toys and games, doorknobs, light switches, classroom sink handles, countertops, cots, toilets, chairs, tables, and playground equipment and structures.
- [Wash hands](#) often with soap and water and continue to educate kids on effective hand washing (20 seconds—use a song). Staff will help young children to ensure they are doing it effectively. If soap and water are not readily available, we will use an alcohol-based hand sanitizer with at least 60% alcohol (if available). Note: proper handwashing with soap and water is the most effective measure against disease transmission. Parents can help by washing hands at home.
- Continue teaching kids about coughing/sneezing into their elbows and using tissues for their noses, as well, as washing hands afterwards,: [Cover cough and sneezes](#).
- Use high heat laundering for bedding and other items.
- Reduce soft materials in the classrooms and select materials based on how easily they can be sterilized and disinfected.
- Limit the sharing of other high-touch items such as pens.
- Plan for deep cleaning if needed.

## **Websites for Ongoing Updates About the COVID-19 Pandemic**

- All VDSS information about COVID-19: <https://www.dss.virginia.gov/geninfo/covid.cgi>

Additional information and resources may be found at:

- <https://www.dss.virginia.gov/cc/covid-19.html>
- <https://www.childcareaware.org/state/virginia/>
- <https://www.governor.virginia.gov/>

There are also numerous resources available addressing stress, crisis management and trauma. For more information, see:

- Virginia Department of Behavioral Health and Developmental Services:  
<http://www.dbhds.virginia.gov/contact/need-help>
- USA Mental Health First Aid:  
<https://www.mentalhealthfirstaid.org/2020/03/how-to-bethedifference-for-people-with-mental-health-concerns-during-covid-19/>

CDC fact sheets:

- [tips for families to help children develop good handwashing habits](#)
- [What you need to know about coronavirus disease 2019 \(COVID-19\)pdf icon](#)

- [\*What to do if you are sick with coronavirus disease 2019 \(COVID-19\)\*](#)
- [\*Stop the spread of germs – help prevent the spread of respiratory viruses like COVID-19\*](#)pdf icon
- [COVID-19 and children](#)
- <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children.html#Children>

Links explaining to children “social distancing” and “physical boundaries” and “personal boundaries”.

- <https://childmind.org/article/talking-to-kids-about-the-coronavirus/>
- <https://www.pbs.org/parents/thrive/how-to-talk-to-your-kids-about-coronavirus>
- <https://www.brainson.org/shows/2020/03/10/understanding-coronavirus-and-how-germs-spread-for-kids>