

# The Shyne School

## Covid 19 Policies and Procedures

*Revised 2/8/2021*

### **Masks:**

Children are not wearing masks at The Shyne School. We cannot properly supervise children at 3- to 6-year-old to keep a mask on and keep their hands out of the mask and off their face. WHO (World Health Organization) does not recommend masks for children 6 years or under. By touching the mask and their face they would spread a higher concentration of germs. If a child is well, no runny nose, congested and they are not sneezing, coughing, or have any of the Covid 19 Symptoms they can attend school. If they do cough or sneeze, we will need to do a thorough cleaning of the area, if it is more than once they will have to stay home or will be sent home. We will provide well childcare at this time. (See illness guidelines below).

Staff and Parents are required to wear masks, with no vents or valves, over their nose and mouth at all times.

### **Gloves:**

Gloves will be used when doing diaper changes, cleaning up after a sick child or handling anything with body fluids.

Handwashing is our best defense to the virus, so wash for 20+ seconds with soap and water.

### **Handwashing:**

Ensure handwashing strategies include washing with soap and water for at least 20 seconds. soap and water are not available, and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

- **Before, during, and after** preparing food
- **Before** eating food
- **Before** touching your face
- **Before** and **after** caring for someone at home who is sick with vomiting or diarrhea
- **Before** and **after** treating a cut or wound
- **After** using the toilet

- **After** [changing diapers or cleaning up a child who has used the toilet](#)
- **After** blowing your nose, coughing, or sneezing
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage
- **After touching items in a public space** such as the time clock or doorknob

**Follow these five steps every time.**

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

**Group Changes:**

- We are keeping classrooms separate. Classrooms will not combine for meals, class time, play yard time or opening or closing the center.
- All shared spaces will be sanitized between group use.
- Each class has shortened hours based on parents needed schedule.
- We will focus on social distance when possible, such as 4 instead of 8 children at a table.
- One person will serve the food, to limit contact points. The server will wear a mask and use a barrier.
- No shared sensory plan.
- No tooth brushing or anything that can spread germs.
- We will do individual activities and set up individual supplies.
- Tours will be limited to a 5 to 10 minute classroom visit and time in the office talking about the class and school.
- Parents are asked to not enter the classrooms.

**Teacher Protection**

When working with young children teachers can protect themselves by wearing a mask. They can also wear an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.

- Teachers will wash their hands, neck, and anywhere touched by a child's secretions.
- Teachers will change the child's clothes if secretions are on the child's clothes. They will change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag to go home and be washed in a washing machine.
- Toddlers, Preschoolers, and their providers should have multiple changes of clothes on hand in the childcare center.

### **Check In:**

We are going to use the CDC screening before students enter the classroom. One parent will drop off at the door. We are asking parents to not enter the classroom to limit points of contact. Parents are asked to screen their child and drop them off at the classroom door. Parents will enter the lobby, to clock their child in and out. Please drop your child off at the classroom door and then clock them in. Please clock them out and then pick them up at the classroom door. We will be strictly following "When to keep a sick child home" and adding no coughing/sneezing cold symptoms to the list.

### **CDC Screening & When to keep a sick child home & when a teacher will stay home:**

Persons who have a fever of 100.4<sup>0</sup> (38.0<sup>0</sup>C) or above or other signs of illness will not be admitted to the facility. Parents must be on the alert for signs of illness in their children and keep them home when they are sick. They may return after being symptom free for 24 hours or have a negative Covid test 5 to 7 days after symptoms start.

- **Parents/guardians will take their child's temperature either before coming to the facility** or upon arrival at the facility. Upon a family's arrival, teachers will stand at least 6 feet away from the parent/guardian and child.
- Teachers will ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- Teachers will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

Sick children will be sent home and wait in the lobby until a parent can pick up.

### **Watch for symptoms.**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing.
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Headache

### **Out for the day:**

We will continue to ask parents to arrive by 10 AM or call and let us know they are taking the day off or if their child is ill and will be out; Please let us know what their symptoms are if they are ill. If you have not called the school by 10 AM a Teacher or the Director will call you. You can leave a voice mail. **Please do not use e-mail for this communication.**

### **Cleaning tables and surfaces:**

Wash surface with soap and water

Bleach spray must sit for 1 minute to disinfect.

### **Clean and Sanitize Toys**

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-

dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.

- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be [laundered](#) before being used by another child.
- We do not share toys with other classrooms, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water supervised or out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
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### **Clean and Disinfect Bedding**

- Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate and stored in individually labeled bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.

### **Disinfectant Spray:**

1/3 cup to a gallon/ 4 teaspoons to a quart to kill all viruses

We will be doing extra hand washing and daily toy sanitizing to control any possible spread. Extra sanitizing, carpet cleaning spray.

### **Community Commitment:**

May through January no students or teachers have had a positive Covid - 19 test. We have had families report contact and their tests have come back negative. In accordance with CDC guidelines The Shyne School is discouraging staff, students, and their families from gathering or socializing. This includes group childcare arrangements, as well as gathering at places like a friend's house, or for play dates. We discourage air travel.

As we come back together, The Shyne School will do everything we can to protect our students, families and staff and prevent the spread of Covid-19. Despite all our effort's parents need to

be aware there is no guarantee that Covid-19 will not affect The Shyne School later. Each family assumes that risk upon enrolling.

Travel Guidelines February 25, 2021 CDC Guidelines

## Get Tested and Stay Home After Travel

**SHYNE: After you travel: test 5 days after traveling and quarantine for a full 7 days. Even if you test negative, stay home and self-quarantine for the full 7 days. Show your teacher or director your negative test results.**

- [Get tested](#) with a [viral test](#) 3-5 days after travel **AND stay home and self-quarantine** for a full 7 days after travel.
  - Even if you test negative, stay home and self-quarantine for the full 7 days.
  - If your test is positive, [isolate](#) yourself to protect others from getting infected.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.
- Avoid being around people who are at [increased risk for severe illness](#) for 14 days, whether you get tested or not.

Follow all [state and local](#) recommendations or requirements after travel.

Also, take these actions after you return from travel to protect others from getting COVID-19:

- Avoid crowds and [stay at least 6 feet/2 meters](#) (about 2 arm lengths) from anyone who did not travel with you. It's important to do this everywhere — both indoors and outdoors.
- [Wear a mask](#) over your nose and mouth when in public settings. **Masks are required** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.

- If there are people in the household who did not travel with you, [wear a mask](#) and ask everyone in the household to wear masks in shared spaces inside your home for 14 days after travel.
- [Wash your hands](#) often or use hand sanitizer with at least 60% alcohol.
- Avoid being around people who are at [increased risk for severe illness](#).
- Watch your health: Look for [symptoms](#) of COVID-19.

Getting tested after travel is especially important if you did any of these activities that put you at [higher risk for COVID-19](#):

- Going to a large social gathering like a wedding, funeral, or party.
- Attending a mass gathering like a sporting event, concert, or parade.
- Being in crowds like in restaurants, bars, fitness centers, or movie theaters.
- Taking public transportation like planes, trains or buses or being in transportation hubs like airports.
- Traveling on a cruise ship or riverboat.

**SHYNE: If you choose to travel you must quarantine for 14 days or present a negative Covid test, testing 5 to 7 days after your last travel date before returning to school. Quarantine for the full 7 days.**

### **If we suspect a Covid-19 illness:**

- **Close off areas** used by the person who is sick.
  - A Classroom with a Covid-19 case will be closed for 72 hours to be cleaned and then reopened.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- **Center and Classroom Parents and Health Department will be notified of a case.**
- The full classroom will be cleaned and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas and shared equipment.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
  - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

It is our goal to keep families aware of any contacts for Covid. We would send out a letter detailing what will happen and the steps we will take if we have a positive Covid test from a staff or student.