



# Newtown Discovery Preschool

Health & Safety Guidelines: 2020-2021



# We're here to help in any way that we can.

We understand there is much concern around the plans for school this fall. Parents have reached out to us expressing their concern for child care should schools have an online component, in some cases, entirely virtual learning.

We will provide curriculum for our kindergarten enrichment class that supplement what the schools will offer. We will also support the virtual learning process at our facility with highly qualified teachers that will help implement virtual learning.

While this is a fluid situation, the Camp NAC, Newtown Discovery Preschool & Newtown Athletic Club teams have already started planning.

***We have served our community for the last 42 years and we will always be here, when you need us.***

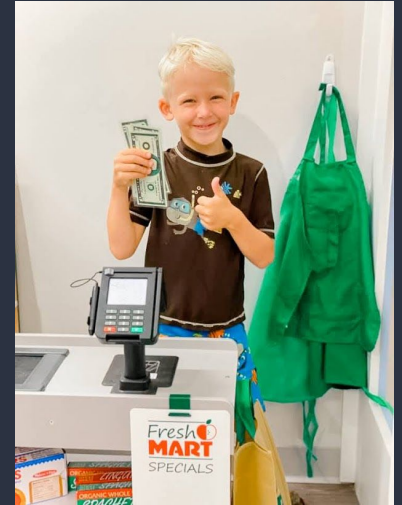


# OUR ENHANCED STANDARDS

## Updates specifically for the 2020–2021 school year.

In collaboration with the CDC Guidelines, the Bucks County Department of Health and The Office of Child Development and Early Learning, we are continuously updating our new protocols and standards to ensure we can operate a safe environment for your children.

- Heightened levels of cleaning and sanitation systems .
- Limited capacity in each group – our classrooms will provide low student to teacher ratios and more opportunities for individualized instruction
- Activities created to increase distancing and minimize sharing of supplies.
- Scheduled healthy hand washing for students and staff throughout the day.
- Increased time outside and in the shade.
- Increased staff protective measures and training.
- Educating and enforcing for a safe environment.
- Masks are encouraged for children when social distancing is not possible.



# Preparing for a Healthy Environment to Learn

We are making space and service updates to maintain hygiene, safety and physical distancing best practices in three ways:



## Increased Cleaning + Sanitizing

We've implemented heightened cleaning measures to ensure the health and well-being of all students and their families. We are cleaning more frequently, have hand hygiene scheduled into our days, created sanitation stations to provide easier access and will use enhanced technology for an improved cleaning, sanitation and disinfection strategy.



## Activities and Structure

Within the specific class groupings, we will be encouraging social distancing as much as possible. The center groupings will be minimized to 1-2 children per classroom learning center from the 3-4 that is usually allowed. Outside on the playground, we will be able to spread out more and promote physical activities and games that naturally social distance



## Student + Staff Protection

We ask that all students AND staff **have their temperature taken at home before coming to school.** Any student that has not had their temperature taken prior to arriving, will have their temperature taken by a staff member. Anyone with a temperature equal to or above 100 degrees is not permitted to attend school until a child has been cleared with a doctor's note or there have been no signs of any symptoms for at least 48 hours.. Any person who show signs of illness during the school day will have their temperature taken. Each team member has had training on our updated cleaning policies and is provided cleaning supplies, a mask and sanitizer.

# Increased Cleaning + Sanitation



**Knowledge is power.** We want families, students and staff to know they are safe in our school. For us to ensure their safety, we must understand the difference between effective cleaning, sanitizing and disinfecting. This will now be a vital part of each team member's position. Being able to distinguish between these methods and implementing them effectively will help us kill viruses, such as COVID-19 and prevent its spread.

## Clean

### **What it does:**

Removes soil, dirt, and debris from surfaces. It does **not** kill microorganisms.

### **What products do you use?**

Soaps, detergents, water and microfiber towels to physically remove soil, dirt, and debris from surfaces.

### **Why clean?**

Cleaning **lowers the count of germs by removing them** from a surface, not necessarily killing them.

## Sanitize

### **What it does:**

Kills a high percentage (99.9%) of microorganisms on surfaces.

### **What products do you use?**

Heat (i.e. steam, hot water, and hot air) and requires at least 171° surface contact or an EPA (Environmental Protection Agency) registered product with specific contact time to kill microorganisms on surfaces.

### **Why sanitize?**

Sanitizing **reduces and kills the amount of germs** on a surface to a safe level recognized by the EPA, but it does not eliminate the occurrence and growth of bacteria, viruses, and fungi. **It is safe for kids** and food prep surfaces.

## Disinfect

### **What it does:**

Kills a higher percentage (99.999%) of microorganisms on surfaces.

### **What products do you use?**

Disinfecting uses an EPA registered product with specific contact time (1-10 minutes, depending on the chemical) to kill harmful microorganisms, like bacteria and pathogens on surfaces.

### **Why disinfect?**

Disinfecting reduces and kills the amount of germs on a surface to a safe level recognized by the EPA, **and reduces the occurrence and growth of bacteria, viruses and fungi.**

# Increased Cleaning + Sanitizing

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Ensuring a clean and safe environment is our top priority at NDP. We have an on-going cleaning, sanitizing and disinfecting system to ensure our school and campus meet and exceed the standards set by the CDC, OCDEL, and the BCDH.



# Hand Washing Hygiene

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## INCREASED CLEANING + SANITATION



### Hand Hygiene Training

- Prior to coming to school each week, parents will be asked to review health & safety guidelines at home with their children
- Proper Hand washing will be reviewed with students at the start of each week
- Hand washing technique signs are hung in each classroom and bathroom
- Designated hand washing times will be built into each schedule, for example:
  - ✓ We will continue to wash our hands before and after snacks and meals
  - ✓ Students will take a break to wash their hands with soap and water or use hand sanitizer between activities
  - ✓ Students will sanitize their hands upon arrival and dismissal times

# Sanitation Stations

## INCREASED CLEANING + SANITATION



Additional sanitation wipes and hand sanitizing stations are provided and set up throughout the school.

### Sanitation Station

- New cleaning protocol communication
- Sanitation wipes + trash can
- Hand sanitizer

Teachers and staff will be required to clean and sanitize in between each activity.

Each space will have a designated sanitation station for convenience.





# Enhanced Products + Technology

INCREASED CLEANING + SANITATION



## Sanitation Wipes

Antibacterial Wipes will be used to clean, deodorize, and kill bacteria, viruses, and fungi on all surfaces and equipment.

## Hospital-Grade Disinfectant

Hospital-grade disinfectant will be used for highly effective cleaning protocol. We recently upgraded to Hi-Con PF which is on the EPA list to kill viruses, including COVID-19.

## MYSHIELD Surface Solution

Made with a patented product, Zetrisil. Zetrisil is a patented product with a formula that instantly kills and has a 99.9999% broad spectrum kill against bacteria & viruses, with the additional benefit of a persistent kill up to 28 days per application.

# Enhanced Products + Technology

INCREASED CLEANING + SANITATION



## Electrostatic Sprayer

Electrostatic sprayers patented technology provides an electrical charge to solutions, allowing them to wrap conductive surfaces with an effective and even coverage. Double-charged particles envelope all conductive surfaces – shadowed, vertical and underneath to provide a 360 disinfectant without touch.

## Nanoseptic Self Cleaning Wraps

Powered by light, Nanoseptic surfaces utilize mineral nano-crystals which create a powerful oxidation reaction. Working 24/7, the surface continually oxidizes organic contaminants. Unlike traditional disinfectants and cleaners, the Nanoseptic surface uses no poisons, heavy metals or chemicals, and nothing is released from the surface since the nano-crystals are molecularly bonded to the material.



# Activities & Structure



**Knowledge is power.** We will follow all federal, state, and local regulations as it pertains to building capacity, as well as the spaces within. The CDC recommends, and local regulations require, enhanced physical distancing when possible and masks in public spaces. We will adjust all protocols as needed.

## The New School Day

- Currently there is no change in the capacity of the center or the staff to child ratio set by the Department of Human Services.
- Our Pick and drop off policy is outlined in the FAQs section of this presentation

## Class Groupings

- The center groupings will be minimized to 1-2 children per classroom learning activity from the 3-4 that is usually allowed.
- Our downstairs village, art studio, theater and space station allow for one group at a time (max of 6 children at each area)
- Outside on the playground, we will be able to spread out more and promote physical activities and games that naturally social distance.

## What to Bring



- Nap mat, school shoes, sunscreen (face stick or spray sunblock only), 2 appropriate changes of clothing, and pull-ups/wipes/diaper cream if your child is not yet potty trained.
- All lunches and meals from home (those students with strict dietary restrictions only) should be packed in disposable wrap and come in together in a disposable bag. No backpacks or lunch boxes will be permitted. We are unable to heat up lunches if brought from home.

## Outdoor Play

- Each classroom will have their own bin of toys that will be used when that group is outside. The staff will be disinfecting the playground equipment and any shared play items when their time is over. The staff will also disinfect the bin of toys.
- Walks will temporarily be suspended as we cannot safely supervise a group of children on the walking rope being 6 feet apart. We will update you when we are safely able to take walks again with the children.



# Health Guards

## NEW ACTIVITIES + STRUCTURE

### All Teacher, Staff & School Administration

Our whole team will clean, sanitize and disinfect throughout the day. Known as, “Health Guards” their role will also be to help encourage our students to physical distance when applicable, focus on hand hygiene, and cleaning their spaces before and after their activities. Just like crossing guards and life guards ensure our safety, NDP Health Guards will ensure the safety of all of our students with our new sanitation, spatial and safety protocols.



### Documentation + Communication



To keep consistent communication with our families, our team will document any issues and/or questions that arise throughout their day to the Nurse. Our nurse will communicate necessary information to all parents via calls and emails as she deems necessary.

All students will be expected to all rules and guidelines. If a child is struggling to follow directions, the school director, classroom teacher, and parents will work together to come up with a behavior plan.

# Student + Staff Protection



## Temperature Checks

All students and staff are asked to have their temperature checked prior to arriving to school each day. Any individual who exhibit signs of illness, such as a fever over 100 degrees fahrenheit, cough, or shortness of breath will be asked not to enter the facility and to seek medical attention. Daily COVID-19 health screenings will be completed for staff and students upon arriving at school.

## Screening Questions (a daily log will be kept on file for record keeping and tracing)

Ask if the child and staff has ANY of the following symptoms:

- TEMPERATURE/FEVER of 100.4 F or above - YES / NO
- COUGH - YES / NO
- SORE THROAT - YES / NO
- SHORTNESS of BREATH - YES / NO
- LOSS OF TASTE and/or SMELL - YES / NO
- OTHER FLU LIKE SYMPTOMS - YES / NO
- Have you traveled outside the US or any area heavily impacted by COVID-19 in the last 14 days? - YES / NO
- Caregiver or Exposure - YES / NO

[Providing care for an ill person or have had known exposure to a COVID-19 positive person in the last 14 days]]

If ALL the ABOVE are NO, the child and/or staff can now enter the school space. He/she must proceed to wash their hands before having any contact with other children or other staff/instructors. Younger children may need additional support from staff to help with good handwashing technique.

If ANY of the ABOVE are YES, the child and/or staff WILL NOT BE ALLOWED to enter the child care building and will be asked to return home. If a child or staff member becomes sick during the day, find a space away from other students and staff. The child will wait for parents or guardians to pick them up from care. Any students being sent home should be encouraged to contact their provider for further guidance.

# Student + Staff Protection

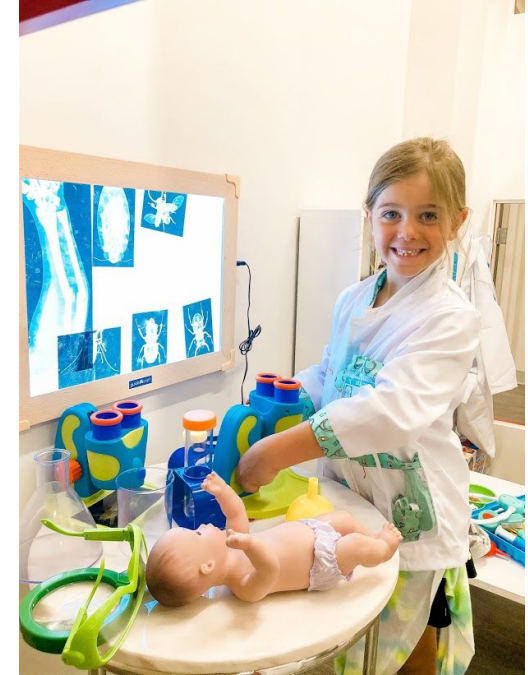


## Reusable Face Masks + Sanitizer

Staff will be provided face shields and/or masks to wear while they are working inside the building. It is important for us to be able to provide a safe barrier for the staff and maintain a sense of comfort and security for the children. Facial expression and being able to see the staff's face are important in a child's development and we have chosen the face shield as the best option to provide safety, security, and comfort to both staff and children. Students will be encouraged to wear a mask while in school when social distancing of 6ft apart is not possible. Staff will provide frequent mask breaks for children.

## Cleaning + Sanitizing Products

Our staff has been trained on proper cleaning, sanitizing and disinfecting procedures for the students' supplies, as well as classroom tables, chairs, and surfaces used each day.



# In the Event of a Confirmed or Suspected Case

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## Immediate Action

Parents will be notified through email and Smartcare if there are any positive cases of Covid-19 in the building (no names will be disclosed). NDP will also report this to the health department and follow their advice on how to proceed which could potentially include closing the center again for a period of time that the health department will determine based on the level of risk. NDP will follow any CDC, OCDEL, and Health Department guidelines for cleaning following any positive cases.

Any person showing symptoms will be placed in a designated private room separate from other children. We will contact their emergency contact to arrange transportation home. All areas used by the person will be closed off for sterilization.

## Contact Tracing

Before any conversation with the individual, we will make sure to consider their age and address fears and concerns appropriately. Contact tracing will be done by interviewing the individual in coordination with appropriate local and state health resources, as warranted. Confidentiality will be maintained; we will not provide the name or any potentially identifying information of the confirmed or suspected case.

## Communication

After alerting local health officials, we will notify our community of families about any potential contact their children may have had with suspected or confirmed cases.



# A Safe Environment To Learn & Grow

As we navigate the evolving realities of COVID-19 and the operating of our programs, we are looking ahead to what the future may look like for us. Our school administrators and staff are working tirelessly to be ready for whatever comes next, but we will continue to update and change based on the direction provided by the Office of Child Development and Early Learning, CDC and federal, state and local government. Amenities and programs will depend on their guidance.

We appreciate your help and understanding as we continue to strive to be better than we were yesterday.

That's our promise to you. #HomeAwayFromHome





# FAQs COVID Opening

## Staff Requirements

- **How many staff will come in contact with children in the building?**

All groupings of children will be kept the same to minimize cross contamination. The same staff will be with the same group of children whenever possible.

- **Are therapists allowed in the building?**

Only one on one support staff that provide care to one specific child will be allowed to be in the classroom and are expected to follow all of the procedures and guidelines followed by the staff. In the green phase, therapists that visit for shorter periods of time to provide IEP/IFSP services will be permitted into the building. All visitors will be expected to follow all the procedures and guidelines put in place for staff.



## Cleaning/Disinfecting

- **What is the procedure of cleaning?**

Newtown Discovery Preschool will continue our routine sanitation procedures throughout the day, disinfecting high volume surfaces such as doorknobs, tables, and bathrooms regularly. All toys, manipulatives and craft supplies will be wiped down and disinfected immediately after each use. Toys or materials that are difficult to clean, such as stuffed animals and dress up toys will temporarily be removed from the classroom. Staff and our housekeeping staff will clean and sanitize all spaces at the end of each day.

# FAQs COVID Opening cont...

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## Personal Items Requirements

- **When will nap mats be sent home?**

Nap mats will remain at the school and be cleaned weekly as we provide laundry services here at school. They will be washed and dried every Friday. They will only be sent home if they become soiled. Please return clean nap mats in a nylon laundry bag or plastic trash bag.

- **Will extra clothes stay at the school?**

At least 2 changes of clothes should be at the school for each child for accidents that may occur throughout the day. If the child is potty training, additional sets of clothes should be sent in. Any soiled clothes will be sent home each day and replacement clothes will need to be sent in to school the next day the child returns.



- **How will sunscreen be applied?**

As our previous policy states, sunscreen should be applied before coming to school every morning and then the staff will re-apply as needed. Each child must have their own sunscreen. At this time only face sticks and spray sunblock will be used.

# FAQs COVID Opening cont...

## Drop off and Pick up procedures

### Drop off:

- We will use a contact-free drop off and pick up between the hours of 7am–9am and 3:30–6pm.
- **Parents will be responsible for taking their child's temperature each day before arriving at school.** (A temperature of 100.4 or higher is deemed unsafe to send to school.)
- Staff will ask what their temperature is upon arrival in the morning and record it for our records. If a child's temperature was not taken prior to school, our staff will use a contact-free thermometer to get an accurate reading for our records.
- If you are dropping off your child after 9 AM, we ask that you contact the school office via phone wait in your vehicle until a staff member is able to come outside to complete the required health screening.
- Upon arrival, parents will park, walk their child to the front entrance and ring the bell to let a staff member you've arrived. We kindly ask that parents wait in their cars if another family is still checking in outside the front door to maintain social distancing. The teacher will walk the student to his/her classroom and sanitize hands.



### Pick Up:

- Parents should use one of the following options to notify the school that you are in the parking lot for pick up during non-regular hours. Options include: Smartcare app or call the school.
- Upon arrival, we ask that parents park and ring the bell to let a staff member you've arrived. We kindly ask that parents wait in their cars if another family is still checking out their child at the front door to maintain social distancing.
- Students will sanitize hands upon dismissal.
- A staff member will walk your child to your car.

# FAQs COVID Opening cont...

## Packed food/Meal requirements

- **What meals will we need to supply?**

NDP's tuition includes meals and snacks. All meals are prepared fresh daily and are delivered in disposable wrap by the cook on staff.

*8:00-8:30-Breakfast*

*10:00-10:30 - AM snack*

*12:00-12:30 - Lunch*

*3:00-3:30 - PM Snack*

- **Are the schools still peanut free?**

YES! ALL classes are peanut free. There are also some specific allergies in certain classes. Your school director will notify you to remind you of these allergies.



# Disclaimer

The materials provided in this protocol book reflect the best available information at the time they were prepared. It is possible that the strategies and concepts outlined in the materials may change as understanding evolves regarding the unique challenges that COVID-19 poses. As such, information or resources provided or made available should not be considered as rigid, nor are they intended to supplant professional, informed judgment based on observed conditions. We will continually update this document to the best of our ability with respect to this ongoing and developing situation. Ultimately, our COVID-19 task force will be in continuous communication with local health officials to make the most informed decisions to keep our Newtown Discovery Preschool, Camp NAC & Newtown Athletic Club community safe.

