



**Rockville Nursery School & Kindergarten**  
*Where learning happens through discovery*

## **COVID-19 Enhanced Protocols – 8/24/20**

### **Staff Arrival**

- Staff are asked not to come to work if they are ill or have any indication of exposure to COVID-19.
- Director, wearing appropriate PPE, conducts health screening of all staff as they arrive at a location outside of the School's main entrance and logs the information daily.
- Staff must wear their masks before approaching the Director for their screening & do not enter the School until they have been cleared by the Director.
- Any staff member with a temperature of 100.4 or higher, or other indication of illness, will be sent home.
- Staff members enter School, wash hands, put on appropriate PPE, prepare classrooms for children's arrival.

### **Check-In & Pick Up**

- Parents must wear masks and should put them on before exiting their cars. They should also sanitize their hands.
- Parents are not allowed to enter the school.
- During morning check-in, families are greeted at the walkway leading to the School's main entrance door where they are to maintain 6ft social distancing from other families.
  - Parent takes temperature of each child either at home or with their own thermometer in front of staff.
  - Staff member conducts a screening asking parent about any recent

exposure to COVID-19, health of other members of the household, and any signs of illness in the child.

- Any child with any recent exposure to COVID-19, must quarantine for 14 days and be symptom free before returning to School and/or have a negative COVID-19 test result.
- Signs of illness in them or a member of the household, or a temperature of 100.4 or higher will not be allowed to enter the School and may not return until fever & symptom free for at least 72 hours. We encourage families to talk to get guidance from their pediatrician to facilitate the most efficient return to care when the pediatrician can verify it is safe to do so.
- Results of temp check & pre-screening are logged and collected daily.
- Staff member escorts child inside to wash hands and join their assigned group.
- During inclement weather, the same procedures are followed, but parents bring their child(ren) into the main lobby of the Church building (not into the School).
- Items going back and forth between school and home should be limited as much as possible. Everything should be clearly labeled with the child's name and be in a sealed plastic bag.
  - Children must bring lunch and/or other food, as necessary.
  - Diapers & wipes can come in their original packaging or in sealed plastic bags.

- Bedding should be brought every day and will go home each day for cleaning.
- Children should not bring toys or other items from home unless they are absolutely necessary for the child's well-being (security blanket, stuffed animal, etc.).
- At pick-up time, staff please ring the door intercom and a staff person will bring your child to the door.
- During inclement weather, the same procedures are followed, but parents pick up their child(ren) into the main lobby of the Church building.
- Parents needing to drop-off or pick-up a child outside of regular times may ring the door intercom or call and a staff member will assist you.

### Healthy Environment

- Children are assigned to classroom groups where the same group of children and the same teachers remain separate from the others as much as possible.
- Each classroom will contain no more than 15 persons including teacher(s). This ratio may change per regulation requirements over the course of enrollment.
- Cots are spaced out as much as possible and children are placed head to toe for naps.
- Staff disinfect high-touch surfaces, such as tables, chairs, door handles, light switches, faucets, toilets seats and handles routinely.
- HVAC enhancements are used to increase airflow and filters are changed.
- Toys that cannot be washed will not be used.
- Outdoor play areas are sectioned off so that only one group may use each section at a time. Play equipment is cleaned between each group's use.
- Program staff performs thorough cleaning at the end of each day on all touched surfaces.

- Staff have access to hand sanitizers and disposable gloves and use them as needed.
- Staff wash their hands and children's hands with soap and water for at least 20 seconds often, particularly upon arrival, before and after eating, after diapering or using the toilet, after playing outdoors and following any contact with bodily fluid.
- Teachers will wear masks, face shields and/or other PPE whenever physical distancing may not be maintained. Clear face shields are an option for situations where it is preferable for the children to see the teacher's face.
- Teachers will wear masks & protective eyewear when holding or diapering young children. Smocks or other coverings should be worn that can be changed and laundered during the day as necessary.
- Face coverings **are required by everyone 24 months and older**. If the face covering is a problem for the child to wear during the day we will work with that child in a loving and careful manner. Non-usage will not be a reason for immediate termination.

### Meal Preparation

- All surfaces are disinfected before meal preparation and feedings using EPA-approved disinfectant products.
- All staff wash hands before and after meal preparation and feeding.
- Each child's meal is plated and served by staff.
- Children do not share eating utensils.

### Child Health

- Staff receive education on COVID-19 symptoms, as well as preventive measures to ward off the spread of COVID-19 and other related illnesses such as Multisystem Inflammatory Syndrome in Children, or MIS-C.
- Children who start to experience symptoms of respiratory illness, including a fever of 100.4 or above and symptoms of other infectious illnesses while at childcare are isolated from other children until they can be picked up.
- All program field trips are suspended.
- Each child's belongings are separated and in individually labeled storage bags or are taken home each day and cleaned.
- Adequate supplies are available to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc.) or are limited to use by one group of children at a time and cleaned and disinfected between uses.
- Sharing of toys, books, other items is discouraged if unable to clean and sanitize/disinfect.

### Staff Health

- Staff receive additional training and updates, as necessary.
- Staff do not share their phone/devices with one another or children.
- Staff notify the Director if any signs of illness develop during the day (cough, shortness of breath or difficulty breathing and other respiratory symptoms like fever, chills, shaking with chills, muscle pain, headache, sore throat or new loss of taste or smell).

- Staff wash their hands immediately upon entering the program and immediately prior to leaving.
- Staff are not allowed to work if they are feeling ill or experiencing respiratory symptoms or if someone in their household has COVID-19 symptoms or screens positive for COVID-19.
- Staff are encouraged to bring in their lunch each day, have food delivered, or eat food provided by RNS&K to avoid unnecessary community exposure.

### Emergency Communication & Closure

- Families supply the childcare program with up-to-date emergency contact information for their child(ren) and ensure at least 1 parent is always reasonably accessible and able to pick up the child(ren) in the event of illness.
- In the event someone in the School community shows signs of COVID-19 or gets a positive test result, the School will call the County Health Department & if indicated, the MSDE Office of Child Care. The Health Department will review the situation and advise the School about procedures to follow, and if necessary, the length of closure of the facility and any quarantine requirements for staff, children & families. Parents will be notified of any such directives.

#### Sources:

- <https://info.childcareaware.org/hubfs/Health%20And%20Safety%20Measures%20For%20Families.pdf>
- <http://marylandpublicschools.org/newsroom/Documents/MSDEChildCareRecoveryPlan.pdf>
- [https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/final\\_child\\_care\\_face\\_covering\\_guidance\\_4.23.20.pdf](https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/final_child_care_face_covering_guidance_4.23.20.pdf)
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>
- <https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/generalsanitationguidelines.pdf>