



## Policies related to COVID-19 – September 2020

### **REDUCTION IN CAPACITY AND PROGRAM CHANGES:**

Class sizes have been reduced to a maximum of ten children per group to promote social distancing, and children will not be combined with other classes. Groups will not join together or be mixed for Lunch Bunch or any other extended day options or activities. Every class will be outdoors for a portion of every school day - a minimum of 45 minutes per day for the morning half day classes; two hours per day for the full day class. The teachers will take every opportunity to engage the children in learning activities outdoors.

New furniture has been purchased and the classroom spaces have been re-arranged to allow for socially distanced play and learning activities. Each child has their own individual table and the tables are spaced six feet apart.

### **FACE MASKS:**

Children and adults must wear face masks at all times while on the Preschool premises, including during arrival and departure.

Masks must cover nose and mouth and have ear loops or go around the head. Gaiters and bandanas are not acceptable face coverings. Children should have an extra face mask in their school bag every day, and should wear a clean face mask to school every day. We suggest you have a mask for every day of the week, or be prepared to wash your child's masks daily in between wearings.

There are times during the day when children remove their masks, such as for snack and lunch, quiet rest/nap time (Full Day Class) or if playing individually, distanced from others. Please help your child develop self-help skills by teaching them how to put on and remove their face mask independently, grasping the mask from the ear or head straps.

All teachers will be wearing masks at all times, other than when eating/drinking, and at those times they will be at least 6 feet away from the children.

### **COVID DAILY HEALTH SCREENING – REQUIRED FOR ALL STAFF AND CHILDREN:**

#### **BEFORE LEAVING HOME:**

Parents and staff must screen themselves and their children at home each morning and electronically submit a daily health attestation. Please check for symptoms such as fever, cough, shortness of breath, gastrointestinal symptoms, new loss of taste/smell, muscle aches or any other symptoms that feel like a cold. Anyone with a fever of 100.0 F or above or any other signs of illness should not enter the Preschool. You will receive an email every morning with the link to the COVID Daily Screening Form.

#### **UPON ARRIVAL AT THE PRESCHOOL:**

We will limit how many parents/children are in the hallway at one time and ask that parents please wait outside the door or in their vehicles until a staff member indicates that you can proceed to enter. We suggest that you sanitize your hands as you enter. Prior to entering, the Director will confirm that you have submitted the daily health attestation and will also visually screen your child for any symptoms.

After screening, your child can proceed to their classroom independently, being escorted by a teacher, or you may walk your child to their classroom. We ask that you please not linger in the classroom or in the hallway as we want to encourage social distancing and avoid congestion in the hallways and the stairwell.

Should you enter the stairwell to find another parent/child coming up the stairs, please step aside at the top of the stairs and allow them to come up the stairs and enter the classroom hallway.

#### **HYGIENE:**

Children and teachers will wash their hands upon arriving at school and frequently throughout the day:

- Before and after snack or lunch
- After using the toilet or having a diaper changed
- After returning inside from the playground
- After nose blowing/wiping

In addition, children will sanitize their hands after putting on or taking off their face masks.

Children will not be sharing toys or art materials – they will be provided with individual play bins and art supplies.

We encourage you to sanitize your child's hands when you leave the building and ask them to wash their hands immediately upon arriving home after school.

#### **CLEANING AND SANITATION:**

The entire Preschool space is professionally cleaned every evening, with special attention paid to disinfection of "high touch" surfaces. In addition to the nightly cleaning, the Preschool staff will be cleaning/sanitizing/disinfecting toys, tables, chairs and high touch areas as appropriate throughout the school day. All staff participated in cleaning/sanitization/disinfection training related to COVID-19 as presented by the Massachusetts Department of Early Education and Care.

#### **VENTILATION:**

In addition to keeping windows open as much as possible when school is in session, each classroom has been equipped with a ventilation unit which exchanges and circulates the air, with a fresh air intake and direct exhaust outside. As cooler temperatures arrive, HEPA air cleaners may be installed as well.