

# Opening Policies & Procedures for AUMP during COVID19

July 2020

AUMP is looking forward to opening 2020-2021 school year, as long as we remain in the Green or Yellow Phases. In light of COVID19, we will implement the following policies and procedures for the school year. These policies and procedures follow recommended CDC guidelines, and have been reviewed by the AUMP Board of Directors (school directors, staff, PTO representatives, and church liaison), as well as a church member who is an area pediatrician. Our goal is to implement hygiene, sanitization, and social distancing measures to limit the spread of COVID19.

These are subject to change at any time, and we will inform families of any changes, and we must stress flexibility as we navigate these times of uncertainty. We ask you to consider and line up childcare options, should your child need to be home for either days or weeks at a time – which could occur due to a need to quarantine after an exposure, or if we enter the red phase.

## **Our main efforts include:**

1. Daily temp checks and visual health assessments of all students and staff
2. Staff wearing of face masks; students encouraged but not required
3. Increased hand washing procedures
4. Increased cleaning & sanitizing procedures
5. Limiting the number of people in the building - no parents, siblings, or therapists
6. Utilizing our outdoor space as much as possible
7. Avoiding all-school or large group activities and keeping children within their own class

## **Prior to School Opening**

### Cleaning & Sanitizing Supplies Have Been Purchased

- 1 case of foam pump hand sanitizers, plus 4-1 gallon refills
- 1 case of nitrile gloves
- 10025 disposable face masks for teacher and staff use
- 3 no-contact digital thermometers
- 2 cases of Lysol wipes (backordered from May 22, 2020)

### Meet the Teacher

The week before school opens, each teacher will schedule an individual video call (FaceTime or Zoom) with each student in the classroom, in order to introduce themselves to the student and family. Teachers will introduce themselves with and without a face mask on.

## **Face Masks**

Teachers will wear face masks for the entirety of the day. Students are encouraged to wear masks, but will not be required or forced. If a child constantly touches mask and face, the mask will be removed and placed in a plastic bag and sent home. Parents are responsible for providing clean, reusable masks for their children. We have a book we will read to help encourage mask wearing.

## **New Arrival & Dismissal Procedures**

*NOTE: No parents, siblings, or therapist allowed in the building or to gather at the front door.*

All drop-offs and pick-ups of children will be done via our carline. We ask that no families gather at our front door or ramp - instead, please remain in your car in line, and proceed to the school entrance.

### Arrival

Please have your child(ren) unbuckled, and waiting at your car door when you drop-off. Staff will take each child's temperature with a no-contact digital thermometer, and walk the child into the school building. We will also visually screen for any obvious COVID19 symptoms such as a dry cough or difficulty breathing.

Any child with a temperature of 100.4 or higher will not be allowed to enter the building, nor return to school until they have a normal temp without the aid of fever reducing medication for 48 hours. We will record any temperatures with a yellow (99.5-100.3) or red (100.4 or higher) reading.

Children will use hand sanitizer upon entering the building, and then proceed to their classrooms. Each child will be assigned a cubby for their use only. A non-disposable water bottle clearly marked with the child's name will be kept in their cubby for use at snack time.

### *Staggered Arrival Times*

- 8:45-8:55 for 4 year olds
- 8:55-9:05 for 3 year olds
- 9:05-9:15 for 2 year olds

Families with children in multiple classrooms can come to any arrival time slot.

### Dismissal

Dismissal will also be done by carline only. Parents will drive to the front door, where a staff member will place your child directly in the car. Please proceed to the parking lot for buckling car seats.

### *Staggered Dismissal Times*

- 11:10-11:15 for 2 year olds
- 11:15-11:25 for 3 year olds
- 11:25-11:35 for 4 year olds

Families with children in multiple classrooms are asked to pick up their youngest child first, then proceed out the parking lot, and re-enter the carline for their older child. (This ensures that children can remain separated in their individual classrooms, rather than having large groups gathered in our hallway.)

If a child needs to arrive late or leave early, the parent must call the school in advance, so the child can be admitted to or dismissed for the building.

### **Illness During the School Day**

If a child becomes ill during school hours, the child will be immediately isolated in the Science room (located on the second floor of our building, across from the office), until a parent comes to take them home. Parents are required to have someone retrieve the child within 30 minutes of being notified. If a child exhibits any COVID19 symptoms, that child may need to have a doctor's note allowing him/her to return the school. This will be assessed on a case-by-case basis.

### **Lunch & Extended Day**

We will be offering our lunch & extended day program until 2:00pm, and possibly 3:00pm. We must have a minimum of 3 children for any extended day program. Children will bring their own lunches, except for pizza Mondays.

Children will sanitize their hands prior to and after eating lunch. Staff will wear gloves during lunchtime. Staff and children will be temperature checked again after lunchtime, and anyone with a temp of 100.4 or higher will be isolated in the Science room and sent home (pickup within 30 mins).

### **Cleaning & Disinfecting**

We will be cleaning and disinfecting our building, classrooms, materials, and toys. Due to the unforeseen additional costs of continuously sanitizing, we will ask each family to donate \$50.00 to help us with the cost of extra supplies.

### **Group Activities & Celebrations**

Unfortunately, for the fall semester, we will not be having the following activities.

- Back to School Night
- Back to School Picnic
- Assemblies
- Holiday Party

We will conduct holiday events and any celebrations in individual classrooms to make them fun for the children, and will provide a list of acceptable (not-home-made) foods that families can send in.

We will re-assess for spring semester activities.

### **During the School Day**

Toys: we will limit the number of toys available, to keep cleaning and sanitizing manageable. We will rotate toys throughout the school year to maintain interest and ensure a well-rounded play experience. We will isolate toys to individual classrooms.

Any toy that is placed in a child's mouth will be immediately removed from the classroom and placed in a bin for sanitizing.

Circle Time & Story Time: Students will be distanced on the floor on carpets, so that no child can rest, or lean on their neighbor. When possible, we will conduct circle time and story time outside, and children will sit distanced from their neighbors.

Art Projects: For the 2s and 3s: each child will sanitize their hands before touching any art materials, and again when they are finished. For the 4s: each student will have a box of art supplies for their individual use. Teachers will provide more info closer to school start.

Snack time: Snacks will be provided by the school unless the child has an allergy other than peanuts, and are required to provide their own snack to ensure the child's safety. Snacks provided by the school will be peanut free. Staff will wear gloves when handing out snack. Children will be spaced apart for snack time where possible. There will be no fruit Fridays.

Bathrooms: Children will be supervised when using the bathroom to ensure proper 20-second hand washing technique prior to returning to classrooms.

Playground time: Classes will be assigned times for playground use so that smaller groups are able to get fresh air and have fun. Children will sanitize hands before entering playground and before re-entering the building.

Specials: Music and Sciences teachers will go to each individual class for our specials. Gym will be conducted outdoors, or in individual classrooms if possible; if not, we will not do gym that day.

### **Guideline Adherence**

These policies have been informed by guidelines from the CDC as well as Lower Merion Township and the School District. The Director and staff will adhere to guidelines as much as possible with young school children.

*Parents must do their share to do the same at home:*

- Keep any child exhibiting any type of illness at home.
- Notify the school if anyone in your immediate household tests positive for COVID19, and keep your child home.
- Notify the school immediately if your child needs a test or tests positive for COVID19. In that case, the school will notify the staff and families, as well local health officials. The building will be closed for 2-5 days until officials can assess the school and advise on next steps.
- Practice proper hand washing at home, and teach children to cough or sneeze into their elbow.
- EACH FAMILY MUST HAVE A CONTACT THAT LIVES NEAR THE SCHOOL, SO THAT SICK CHILDREN CAN BE PICKED UP WITHIN 30 MINUTES OF NOTIFICATION.

If we have any concerns, we will err in being overly cautious and send the child with questionable health home immediately.

Again, we ask for your flexibility in these uncertain times, and appreciate your patience and understanding should anything change.