

COVID-19
Policies and Procedures Update
Daily operation and Safety
August 24th, 2020

Meeting House Nursery School (MHNS) shall follow Public Health Recommendations pertaining to the Covid-19 pandemic 2019-2021. MHNS will adopt the following temporary policies while Phase 1 and/or 2 is in place.

1:COVID-19 Exclusion Criteria:

- a) Children who exhibit COVID-19 symptoms, such as but not limited to: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or new loss of taste or smell will not be permitted in the center.
- b) A child who begins to exhibit any of the above symptoms will be isolated in a space away from other children with a staff member. A child's parent/guardian will be contacted immediately for pick up.
- c) Staff who exhibit COVID-19 symptoms, such as but not limited to: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or new loss of taste or smell will not be permitted in the center.
- d) If a staff member exhibits symptoms after arriving at work, they will be sent home for as long as advised by the local Health Department and may need a physician's note to return to work.
- e) All other illness policies will still be in place.

2)COVID-19 EXPOSURE, SYMPTOMS, AND POSITIVE TESTS

Adapted Guidelines from Dane County Department of Health

I. Children, staff, or parents of children with COVID-19 or symptoms: If an enrolled child or employee tests positive for COVID-19 and your center is identified as a potential place of exposure, Public Health Madison & Dane County will contact you. They will walk you through your next steps.

II. Allowing a child or staff member to return to a child care facility after suspected COVID-19 symptoms. If an enrolled child or employee has symptoms of COVID-19 or is a close contact of someone with COVID-19, consider which of these scenarios most closely aligns to them, and follow the written guidance for that scenario.

Scenario 1: A child or staff member who develops symptoms of COVID-19 (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste and smell) while at the facility: Immediately separate the person from others until the person displaying symptoms can leave the facility. We encourage you to call their parents or guardian and have them picked up as soon as possible. Advise the employee or child's parent or caregiver to inform the facility immediately if the person is diagnosed with COVID-19. The child should stay home and away from others until 1 day (24 hours) after the fever is gone and symptoms get better. If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19. If the person tests positive for COVID-19, Public Health Madison & Dane County will contact you. The positive case must remain out of the facility for at least 10 days from the onset of symptoms AND at least 1 day (24 hours) have passed since the person has not had a fever without the use of fever-reducing medications and improvement in respiratory symptoms Revised July 21, 2020 9:45am publichealthmdc.com/coronavirus

Scenario 2: I have an asymptomatic staff or student that is reporting a potential contact exposure to someone with COVID-19 or a potential contact exposure to someone with suspected COVID-19

symptom: The person should monitor for symptoms of COVID-19, and take daily temperature. The person can continue to attend the facility, and follow routine COVID-19 safety precautions as previously described. The person must notify a supervisor immediately if any symptoms develop, and isolate immediately if symptoms develop while at child care program. The facility should continue with cleaning and disinfecting protocols. In this scenario, there is no need for closures, or to notify Public Health Madison & Dane County.

Scenario 3: I have a staff or student who has had close contact (as defined as being within 6 feet of the positive case for more than 15 minutes) with someone with confirmed COVID-19. The person should remain out of the facility until it has been 14 days since their last exposure to the person with COVID-19. The person should monitor for symptoms of COVID-19, and get tested if testing is available. The facility should continue with cleaning and disinfecting protocols. In this scenario, there is no need for closures, or to notify Public Health Madison & Dane County

Scenario 4: I have a staff or student who got tested and is confirmed to have COVID-19. Child care providers should report employees and children with a positive COVID-19 test to Public Health by calling (608)266-4821. During business hours, ask for the Communicable Disease Nurse on-call. After business hours, leave a message. Any message left after business hours or during the weekend will be returned on the next business day. The individual must remain out of the facility for a minimum of 10 days after the onset of first symptoms. They may return after also meeting one of the following conditions: If the individual is not using a COVID-19 test for clearance, and they had a fever: 3 days after the fever ends AND there is an improvement in their initial symptoms (e.g. cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste and smell). If the individual is not using a COVID-19 test for clearance and they did not have a fever: 3 days after they see an improvement in their initial symptoms (e.g. cough, shortness of breath). If the individual is using a COVID-19 test for clearance, they must no longer have a fever (without the use of medicine that reduces fevers) AND have improvement of other symptoms (for example, when your cough or shortness of breath have improved) AND receive two negative tests in a row, 24 hours apart. If the individual did not have any symptoms, they may return 10 days after their test sample was collected. The Wisconsin Department of Health Services and Public Health Madison & Dane County recommend using a symptom-based strategy for returning to work or daycare, not a test-based strategy.

III. Positive cases of COVID-19 in children and/or staff – facility protocols

If there is a case of COVID-19 among children or staff, programs should consider whether a short-term (less than one week) or long-term (two weeks or more) closure will allow for sufficient cleaning and disinfection. Public Health Madison & Dane County can also use this time to trace close contacts of the case and determine if others could be at risk. Advantages of long-term closures must be weighed against the economic burden placed on staff and children's families, loss of key members of the workforce, and impacts on learning. If local closures are pursued because of community transmission, the geographic extent of closures should be informed by local Revised July 21, 2020 9:45am publichealthmdc.com/coronavirus epidemiologic data. Assess the impacts of any decisions you make on the families you serve. There are equity implications for any decision you may make, and the families you work with will be able to provide you the best feedback on and guidance on how to move forward in a child- and family-centered way. If extended facility closures are recommended by public health, programs should implement continuity of operations plans to ensure continuity of meal programs and returning of any medications stored at the center. Continue providing necessary services for children with special healthcare needs. Parents of children at increased risk of severe illness should consider implementing plans to remove children from the program. Maintain regular communications with parents and your local public health department. The staff or child diagnosed with COVID-19 should follow the CDC recommendations for discontinuation of home isolation and voluntary home quarantine.

2: Group Sizes

- a) We will maintain child to adult ratios set by DCF and the City of Madison, and reduce group sizes to no larger than 15 children during Phase 1 and 2 of the Dane County Forward plan. During Phase 3 we will re-evaluate group size limitations.
- b) We will keep groups together throughout the day and will not combine groups (e.g., at opening and closing, outdoor play time, and lunch)
- c) We will maintain the same groups for the duration of the session or program.

3: Use of space and equipment

- a) We will limit item sharing, and if items are being shared, we will remind students not to touch their faces and wash their hands after using shared items.
- b) Groups will avoid sharing spaces, even if the use of the space is staggered and used by only one group at a time.
- c) We will limit use of water or sensory tables and wash hands immediately after any use of these tools.
- d) We will wash hands immediately after outdoor play time.
- e) We will increase the frequency of washing and sanitizing materials and equipment throughout the day.
- f) We will limit the use of common spaces and movement between classrooms.
- g) We will increase the distance between children during table work.

4: Cleaning and sanitizing procedures

- a) To minimize the potential for the spread of germs in the program space, we will temporarily remove toys that are not easily cleanable (such as stuffed animals and pillows) and rotate the toys that are out at any one time so that they can be adequately cleaned and sanitized.
- b) If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
- c) Cleaning Checklist will be completed throughout a program day.
- d) For disinfection, we will use diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and/or common EPA-registered household disinfectants shown to be effective
- e) [List N: Disinfectants for Use Against SARS-CoV-2](#).
 - i) Diluted household bleach solutions can be used if appropriate for the surface, following manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- f) Prepare a bleach solution by mixing:
 - i) 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - ii) 4 teaspoons bleach per quart of water
 - iii) Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products with the EPA-approved emerging viral pathogens claims (examples at [this link](#)) that are suitable for porous surfaces.
- g) Use disinfectants in a well-ventilated space. Extensive use of disinfectant products should be done when children are not present, and the facility thoroughly aired out before children return.
- h) Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

5: Staff procedure:

1. Staff will be retrained on all new policies and procedures before they return to work at the center. Staff will receive a staff training document to review and sign off on. This document will be placed in the staff members file.
2. Staff will wear face protection/PPE during pick up and drop off times.
3. Teachers are required to wear face protection/PPE indoors, snack times and bathroom breaks and when in others environments at their discretion.
4. Staff will be required to complete a staff screening for COVID-19 each day before the start of their shift.
5. Staff will, to the best of their ability, maintain social distancing with children, staff, and families.

6: Proper use of Personal Protective Equipment (PPE) and cleaning

- a) Cleaning staff should wear disposable gloves for all tasks in the cleaning process, including handling trash if possible.
- b) Gloves should be compatible with the disinfectant products being used.
- c) Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- d) Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean hands** after removing gloves.
- e) Gloves should be removed after cleaning a room or area occupied by ill persons. [Clean hands](#) immediately after gloves are removed.
- f) Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- g) **Cleaning staff and other adults in the program should [clean hands often](#)**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
 - Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
 - Additional key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing

- After using the restroom
- Before eating or preparing food
- After contact with animals or pets
- Before and after providing routine care for another person who needs assistance (e.g., a child).

h) MHNS will require all staff and children over the age of 5 wear a facemask while inside the school building. Children under the age of 5 will be highly encouraged to wear face coverings while inside classroom spaces. We will provide face masks for any child or staff member in need of one.

7:Pick up/Drop off procedures:

a) Parents/Guardians will be assigned arrival and dismissal areas and times.

Room: _____	Drop off: _____	Pick up: _____
1 & 5	8:45 am	11:45am
2& 4	9:00am	12:00am
3	8:30am	11:30am

b) We will require pick up and drop off of children outside of the program at a designated spot.

c) If a parent must enter the program they must wash hands or use hand sanitizer.

d) The center will require children’s temperatures be taken at home prior to arrival at school. Families are required to fill out child health checks each day as part of the drop off procedure.

e) Parents/Guardians will be asked to maintain social distancing of six feet between staff and families during drop off and pick up.

f) Parents/Guardians are required to wear a mask while on FUS property.

g) Anyone arriving later then their scheduled arrival or departure time will need to come to the front door of MHNS and call the office for assistance.

h) Breakfast Bunch drop off is at 8:00 am. If a family is scheduled for Breakfast Bunch and arrives after 8:00am they must call the office for assistance.

i) Late pick up policies will be strictly enforced.

Meeting House Nursery School Procedure

Responding to a Suspected case or a Confirmed COVID-19 Case in children or Staff.

- Identify an area to separate anyone who exhibits COVID-like symptoms during hours of operation, and ensure that children are not left without adult supervision. Provide personal face coverings for children and adults. This space will be an empty classroom not in use.
- If there is a case of COVID-19 among children or staff, programs should consult with Public Health to determine the need for closure of the facility. This time can be used for cleaning and disinfection.
- If a parent has been exposed but has not been diagnosed and has no symptoms, other people in their household can participate in their usual activities. If the parent develops any symptoms or tests positive then the child should not attend care (unless the child has been separated from the exposed parent). The exposed parent should not drop off or pick up the child as long as they are in quarantine.
- Assess the impacts of any decisions you make on the families you serve. There are equity implications for any decision you may make, and the families you work with will be able to provide you the best feedback on and guidance on how to move forward in a child- and family-centered way.
- If extended facility closures are recommended by public health, programs should implement continuity of operations plans.
 - Ensure continuity of meal programs and distribution of medications.
 - Continue providing necessary services for children with special healthcare needs.
- Parents of children at increased risk of severe illness should consider implementing plans to remove children from the program.
- Maintain regular communications with parents and your local public health department.
- The staff or child diagnosed with COVID-19 should follow the DHS recommendations for isolation and quarantine, which can be found here:
<https://www.dhs.wisconsin.gov/dph/memos/communicable-diseases/2020-08.pdf>.
- MHNS will follow the guidelines given to them by DHS and DCF after a confirmed case.

