

# Rock-Walworth Comprehensive Family services Inc., Head Start and Early Head Start Covid-19 School Reopening and Prevention Plan (August 2020)

**\*\*All staff and students are expected to stay home when they are ill\*\***

Head Start plays a critical role in the well-being of the children and families we serve. We provide safe and supportive environments, structure, and routines for children, as well as other needed support services to children and families. We also play a vital role in the economic health of communities by employing teachers and other staff and helping parents, guardians, and caregivers work. We want to make sure we follow best practices and requirements that make it possible for staff and children to return to Head Start safely.

**Our workers are our greatest assets. RWCFS is serious about the safety and health and protecting workers. Employee involvement is essential to implementing this plan. We thank our staff for this involvement and for all you do.**

## 1. General Measures

1. This plan was developed by committee using resources from the Center for Disease Control, and numerous other resources from state and local health experts/resources, Office of Head Start resources and the Early Childhood Learning and Knowledge Center (ECLKC)
  - a. All RWCFS staff are responsible to implement and monitor this plan.
  - b. Michelle Genthe, Health and Nutrition Manager will maintain oversight and contact with Public Health Services: Kelsey Cordova, Community Health Education Coordinator, 608-757-5440 and/or Alicia McLellen, Public Health Nurse, 608-757-5440, Rock County Health Department, and take program responsibility for reporting information about COVID-19 outbreaks by phoning the Rock or Walworth County Health Departments.
  - c. RWCFS will be following Governor Tony Evers order regarding face mask usage and follow CDC guidelines for appropriate facemask usage. (See section 3 for more information).
  - d. Prior to arrival staff and children should conduct daily health checks.
    - o Employees and children who are sick or who have recently had close contact with a person with COVID-19 will be told to stay home.
  - e. RWCFS will train and communicate with workers on the COVID-19 prevention plans. **Staff will be provided with in-service training on the program's response to Covid-19, including trainings covering:**
    - Handwashing - how/when
    - Suggestions and support for distancing
    - Transitioning on and off the busses and into and out of centers
    - Handling self-transport children transitions into and out of building
    - Cleaning duties and best practice methods for cleaning and using cleaning products supplied
  - f. **Changes to this plan will be communicated through email (and paper copies for people who do not have email.) \*\*All staff with email should check their email at least daily during the work week.\*\***
  - g. RWCFS will regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified as described below:
    - i. **All staff will provide kind and gentle reminders to one another if they see a colleague has forgotten to have their mask on or on correctly, to remain 6 feet away when feasible.**
    - ii. **Supervisors will observe supervisees and classrooms and provide support, guidance and problem solving to follow expectations outlined in this plan**
    - iii. **Serious or intentional violations of expectations will be documented and could result in initiation of the disciplinary process.**
  - h. RWCFS will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection and update the plan as needed to prevent further cases.

- i. RWCFS will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with best practice guidance from federal, state and local health officials.
  - j. RWCFS will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. **(See Section 10 for more detail)**
2. RWCFS has evaluated whether and to what extent external community organizations can safely utilize the site and campus resources, and will if/when it is safe ensure external community organizations that use the facilities also follow this guidance. (Could be different per center)

#### **OUTSIDE**

- Stagger Playground Times - Limit the number of groups outside on the playground at one time so there are less people crossing paths. If multiple classrooms utilize the same playground consider utilizing the space in zones. A classroom of children stay in the same playground zone for the day and rotate to another zone the next day after cleaning.
  - Plan typical indoor classroom activities that can take place outdoors – Story, meal, rest, art, etc.
  - Plan to spend extended sessions outside, at least 90 min per day.
  - Plan to have water available for children and staff- (different per center)
3. RWCFS is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. **(See Section 10 below.)**
4. RWCFS will further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, RWCFS staff will review existing student Individual Service Plans, including health plans, to identify students who may need additional accommodations, and will use staff initiated, family-led strength-based engagement opportunities to support families with potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed. Staff will do this by supporting screening and assessment, communicating with parents and other potential professionals through virtual meetings, one on one meetings, home visits, etc. Groups who might be at increased risk of becoming infected or having unrecognized illness include the following:
- a. Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members.
  - b. Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
  - c. Individuals who may not be able to communicate symptoms of illness.

## **2. Promote Healthy Hygiene Practices**

5. RWCFS teachers will teach and reinforce [washing hands](#), avoiding contact with one's [eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff. Staff will teach, model and remind students to:
- a. Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow
  - b. Wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art and before and after using the restroom.
  - c. Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended.
  - d. Use fragrance-free hand sanitizer when hand washing is not practicable.
    - i. Ethyl alcohol-based hand sanitizers are preferred and should be used. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
    - ii. Staff will not use hand sanitizers that may [contain methanol](#), which can be hazardous when ingested or absorbed.

|  |
|--|
| <p>iii. Staff will supervise all children using hand sanitizer. Call Poison Control if consumed: 1-800-222-1222.</p>   |
| <p>6. Using agency policy and procedure for safe transitions and classroom activities, staff will monitor children supporting 6 foot distancing whenever possible to minimize movement and congregations in bathrooms to the extent practicable.</p>   |
| <p>7. RWCFSS supports the use of face coverings to lessen the risk of person to person transmission. (See section 3. For more detail)</p>  |
| <p>8. RWCFSS has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. PPE will include the following:</p> <ul style="list-style-type: none"> <li>• Staff will be provided with two masks so that one can be worn and one can be washed.</li> <li>• Children will be provided with two to four masks (depending on location) so that masks can be washed on non-child contact days and before the startup of a new school week.</li> <li>• Staff will have access to vinyl gloves in their size</li> <li>• Staff may request purchase and use a shield for added safety (must still wear an appropriate mask under the shield).</li> <li>• Staff will be provided with appropriate cleaning materials and should notify their Site Team Leader regarding what they need more of before they run out so that Site Team Leaders can get it to them before they are completely out of anything.</li> </ul> |
| <p>9. RWCFSS strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:</p> <ol style="list-style-type: none"> <li>a. Protect RWCFSS community.</li> <li>b. Reduce demands on health care facilities.</li> <li>c. Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from RWCFSS and public health authorities.</li> </ol> <p>RWCFSS will provide reminders and resources to support this initiative.</p>  |

**3. Face Coverings**

| <p>10. Face coverings must be used unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.</p> <ol style="list-style-type: none"> <li>a. Teach and reinforce use of <a href="#">face coverings</a>, or in limited instances, face shields.</li> <li>b. Students and staff should be frequently reminded not to touch the face covering and to <a href="#">wash their hands</a> frequently.</li> <li>c. Information will be provided to all staff and families in the RWCFSS community on <a href="#">proper use, removal, and washing of cloth face coverings</a>.</li> <li>d. Training will also include policies on how people who are exempted from wearing a face covering will be addressed.</li> <li>e. See Face Mask Policy for more information.</li> </ol>   |                           |                           |                   |    |   |                       |
|--|---------------------------|---------------------------|-------------------|----|---|-----------------------|
| <p>11. RWCFSS’s plans regarding students’ use of face coverings includes the following elements:</p> <table border="1" data-bbox="133 1545 1468 1717"> <thead> <tr> <th>Age</th> <th>Face Covering Requirement</th> </tr> </thead> <tbody> <tr> <td>Under 2 years old</td> <td>No</td> </tr> <tr> <td>2 years old – end of participation in program</td> <td>Strongly encouraged**</td> </tr> </tbody> </table> <p>**Face coverings are strongly encouraged for young children, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.</p> <ol style="list-style-type: none"> <li>a. Persons younger than two years old, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.</li> <li>b. A cloth face covering, or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be clipped on to clothing or placed in a clean plastic bag (marked with the student’s name and date) until it needs to be put on again.</li> </ol> | Age                       | Face Covering Requirement | Under 2 years old | No | 2 years old – end of participation in program | Strongly encouraged** |
| Age  | Face Covering Requirement |                           |                   |    |   |                       |
| Under 2 years old  | No                        |                           |                   |    |   |                       |
| 2 years old – end of participation in program  | Strongly encouraged**     |                           |                   |    |   |                       |

## 4. Ensure Teacher and Staff Safety

12. RWCFS's plan to protect teachers and staff includes the following elements:
  - a. Staff will maintain 6 foot distance between themselves and other adults as much as is feasible. Ensuring staff maintain physical distancing from each other is critical to reducing transmission between adults.
  - b. Staff will use face coverings in accordance with CDC guidelines and Cal/OSHA standards.
  - c. RWCFS will support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, as able, by providing options such as telework, where appropriate, or teaching virtually. Refer to policy regarding accommodations.
  - d. RWCFS will conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
  - e. Practices that minimize the use of and congregation of adults in staff rooms, break rooms, and other settings and common areas will be expected including maintaining distancing, wearing face masks, etc.
  - f. All staff will complete the Health 360 screening questionnaire before leaving for work, so they can be guided not to come to work if needed.
13. Staff should also call or expect a call from their supervisor to discuss reasons for stop signs.
  - g. When supervisors are unsure about a specific health condition or issue that initiates a stop sign, they will direct their staff person to contact HR.
  - h. HR may refer staff to contact their doctor or the local health department for guidance.

## 5. Intensify Cleaning, Disinfection, and Ventilation

14. Staff will suspend or modify use of site resources that necessitate sharing or touching items. For example, drinking fountains will not be used and instead teachers should determine the safest way for their groups to stay hydrated using water pitchers or dispensers (controlled by teachers) and small disposable cups or assigned reusable water bottles.
15. Janitorial staff will follow written cleaning schedule and RWCFS will contract to provide extra cleaning to bathrooms at BC and JC. Heavier cleaning will be completed when children are not present – before or after school days or on non-child contact days.
16. Staff should **clean and disinfect** frequently touched surfaces at school and on school buses at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently. Frequently touched surfaces in RWCFS include, but are not limited to:
  - a. Light switches
  - b. Door handles
  - c. Sink handles
  - d. Bathroom surfaces
  - e. Tables
  - f. Student desks
  - g. Chairs
17. Drivers will be provided with fogging sprayers to disinfect the bus daily and wipes to use on frequently touched surfaces such as railings and door handles. Children will be assigned seats so to ensure distancing is maintained and to mitigate spread. If after transporting a child known to have COVID 19, staff will replace seat that child was using and thoroughly clean and sanitize the bus before putting it back into operation Buses will be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19 using designate cleansers and methods.

18. Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses. ( See also **PROGRAM DESIGN and SAFE CLASSROOMS guidance**)

19. RWCFS will choose disinfecting products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list “N”](#) and follow product instructions. Other steps will include:
- To [reduce the risk of asthma](#) and other health effects related to disinfecting, RWCFS will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
  - RWCFS will avoid products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma. Staff will **ONLY** use products supplied by the program.
  - Staff will follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer’s directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
  - Custodial staff and any other workers who clean and disinfect RWCFS sites must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. **All products must be kept out of children’s reach and stored in a space with restricted access.**
  - Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products. (See also cleaning plan/schedule)

20. [RWCFS maintenance staff will take steps](#) to ensure that all water systems and features (for example, drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires’ disease](#) and other diseases associated with water.

## 6. Program Design, Safe Classrooms and Implementing Distancing Inside and Outside the Classroom

21. Work with **reduced ratios to accommodate social distancing:**

- 9 children on site
- 9 children virtual
- Provide Creative Curriculum activities and Second Step lessons daily, 4 days per week for both groups.
- On Wednesday provide the opportunity for the full group to meet virtually, not to exceed 1 hr. at a regularly schedule time.
  - Approximately 20 min of this time should consist of some activities directed to the child (music and movement, story, study exploration, Second Step, guided learning time and virtual field trip, etc.) and the remainder of the time focused on the parents in collaboration with the FSC or other relevant consultants,(resources, speaker, mental health wellness, parent café).

22. **Cohorts or Pods:** Same Group of Children and Teachers Every Day - The idea here is to restrict the amount of people crossing paths with one another because each additional person is another chance for exposure to COVID-1

- Think carefully about how staff breaks are managed. It is best if staff can be kept consistent within each group without the use of a float staff person. **\*\*\*Classroom aides should only work in one classroom per day not move between classrooms.\*\*\***
  - If a staff person who is not a normal part of the group must enter the group space to provide required breaks, it is important:
    - that any adult who is not a normal part of the group wash hands immediately upon entering and upon leaving the space;
    - That timing is considered when bringing in adults who are not normally part of a group to minimize close interactions with children. For example, staff should break during children’s nap time so the float staff can remain 6’ away from the children while they rest or outside time where the risk of transmission is lower.

3. Staff who are taking their breaks should keep a physical distance of at least 6' from other staff members who are not a part of their small group.

23. Alter or Halt Daily Group Activities - limit the contact that the children are having in large groups. Consider doing circle time and other large group activities with half the group at time and repeating for the other half. Also, plan activities that the children can stay spread out and do on their own for the time being. *(or two if you can mark off a 6 foot distance and they stay on their mat.*

24. If **centers** are used, only one child should use that center per day (or two if there is still a way to identify the spots and children are able to stay on their mats.

25. Move **cots/mats** 6 Feet Apart

- a. Kids should be head to toe or toe to toe whenever possible

26. Use graphics on the floor spaced 6 feet apart for line up

**27. Modified Layouts**

- a. Space seating at least 6 feet apart when feasible or have students sit on only one side of tables, spaced apart.
- b. Use tables otherwise designated (writing center or dramatic play for meal times)
- c. Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for children to remain at least 6 feet apart

28. **Groups eat** in their classroom/outdoor space. Food will be pre-plated and/or served by teachers using appropriate PPE.

29. Temporarily **removing** toys that are not easily cleanable such as stuffed animals and pillows, play dough and slime, and sand and water toys and pare down the

30. **Distancing** in and outside of classrooms

- a. During arrival and departure:
- b. Maximize space between students, and students and the driver on school buses, and open windows to the greatest extent practicable.
- c. Minimize contact at school between students, staff, families, and the community at the beginning and end of RWCFs day. **Prioritize minimizing contact between adults at all times.**
- d. Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
- e. Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- f. Implement health screenings of students and staff upon arrival at school.
- g. Ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.
- h. Set Up Social Distancing Areas**
- i. Set up and maintain social distancing while still allowing for conversation and interaction with peers.
  - i. Separate the classroom into "interest areas" or other designated stations for each child. Think of these like mini apartments for each child where they have all of the supplies they'll need. Modeling this in apposite way will be key and reinforcing that their stations/interest area is their space will help create a good experience for the children.
    1. A supply case for each child – crayons, markers, glue, scissors, dry erase
    2. A materials bin - several books, paper, white board, study materials, blocks, personal sensory items.
    3. Plastic bin – in each area for dirty toys to be sanitized
    4. Lay painter's tape down on the floor and include access to a table.
    5. Set the furniture up so friends can see each other but are intrigued to stay in their area.

**\*\*\*Using a bookshelf, storage unit, or sneeze guard to separate two pods while allowing the children to still sit and chat with each other at a table while playing is ideal. \*\*\***

**31. In-classroom spaces:**

- a. To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including large motor play or meals/snacks. Keep the same students and teacher or staff with each group, to the greatest extent practicable.

- b. RWCFS staff will prioritize the use and maximization of outdoor space for activities where practicable.
- c. RWCFS will minimize movement of students and teachers or staff as much as practicable. For example, keep teachers (including teacher substitutes) with one group of students for the whole day.
- d. Staff will develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- e. Activities where there is increased likelihood for transmission from contaminated exhaled droplets, such as on-site programs by kids for parents, family events, parent center meetings, socializations, etc. are not permitted at this time.
- f. Activities that involve singing must only take place outdoors, or in groups where children and adults are wearing masks (unless excused by health professional), and can stay 6 feet apart.

**32. In non-classroom spaces:**

- a. RWCFS will limit nonessential visitors, volunteers, and activities involving other groups at the same time.
- b. RWCFS will limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
- c. RWCFS staff will consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
- d. RWCFS staff will minimize group movement through hallways as much as practicable. For example, create staggered passing times when necessary or when students cannot stay in one room and create guidelines on the floor that students can follow to enable physical distancing while passing.
- e. RWCFS staff will serve meals outdoors or in classrooms instead of cafeterias or group dining. Where cafeterias or group dining rooms must be used, RWCFS staff will keep students together in their cohort groups, ensure physical distancing, and consider assigned seating. We will serve individually plated or bagged meals and avoid sharing of foods and utensils.
- f. RWCFS staff will consider holding outdoor play activities in separated areas designated by class and/or per day.

## 7. Limit Sharing

33. RWCFS staff will keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas and wash masks, sheets/blankets, etc. according to center schedule developed in collaboration between teaching teams and Site Team Leaders.

34. RWCFS staff will ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.

35. RWCFS staff will avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. Where sharing occurs, clean and disinfect between uses.

## 8. Train All Staff and Educate Families

36. RWCFS will train all staff and provide educational materials to families in the following safety actions:

- a. Enhanced sanitation practices
- b. Physical distancing guidelines and their importance
- c. [Proper use, removal, and washing of face coverings](#)
- d. Screening practices
- e. How COVID-19 is spread
- f. COVID-19 specific [symptom](#) identification
- g. Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19

- h. For workers, COVID-19 specific [symptom](#) identification and when to seek medical attention
- i. The employer's plan and procedures to follow when children or adults become sick at school
- j. The employer's plan and procedures to protect workers from COVID-19 illness

## 9. Check for Signs and Symptoms

|  |
|--|
| 37. RWCFS staff will not discriminate against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk. Students and their families will continue participation as soon as they receive health professional clearance   |
| 38. RWCFS staff and students who are sick or who have recently had <a href="#">close contact</a> with a person with COVID-19 to stay home should stay at home without fear of reprisal.  |
| 39. RWCFS will implement screening and other procedures for all staff and students entering the facility. <ul style="list-style-type: none"> <li>• Staff will complete Health check 360 screening before they leave home to come to work, so that they do not come to work if there are indications that they could expose anyone at work to Covid -19.</li> <li>• Staff who do not have access to Health check 360 will be asked screening questions and have temperature taken as soon as they enter any RWCFS center.</li> <li>• Parents who will self-transport will bring their child to designated entrance (as directed during orientation) and wait outside while the child's temperature is taken. If the child has a temperature of 100.4 degrees or higher the parent will be directed to take the child home and depending on symptoms may receive further guidance for next steps or follow up contact from staff to see if next steps were taken. Parents will be informed of the need to supervise their child if they need to wait in line to enter or when picking up their child. Phone usage during this time is prohibited.</li> <li>• Bus assistant will sign children on and off the bus and will take the child's temperature before the child enters the bus or if weather requires on the bottom step of the bus before the bus leaves the home so that children can be directed to stay home if a temp of 100.4 is registered using a non-touch thermometer and give custody back to the parent before the child can ever sit down, get buckled etc. Parents will be directed to wait until they receive an ok or thumbs up signal from bus assistant to begin walking away from the bus.</li> </ul> |
| 40. Make available and encourage use of hand-washing stations or hand sanitizer. Staff should prioritize using soap and water and all steps for handwashing, but will use sanitizers as needed and follow up to wash hands or have children wash hands as soon as soap and water is available.   |
| 41. The Health and Nutrition Manager will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.  |
| 42. If a student is exhibiting symptoms of COVID-19, staff should contact the closest manager and separate child from the rest of the group to a separate space/room as decided on by each group of center staff. Staff will communicate with the parent/caregiver as soon as possible and if needed refer to the student's health history form and/or Fact Sheet and/or Fact Sheet Supplements. If/when a child who is ill is kept in a contained space or room with an adult, these spaces as well as classroom will need to be cleaned and disinfected.   |
| 43. Site Team Leaders will monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees) or higher, new cough, or other <a href="#">COVID-19 symptoms</a> .  |
| 44. Policies will not penalize students and families for missing class. However communication between teachers and parents is needed and expected in order to understand absence and to understand better what if any follow up might be offered to families.  |

## 10. Plan for When a Staff Member, Child or Visitor Becomes Sick

|   |
|---|
| 45. Center staff will work with the site Team Leader to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19. An adult (preferably one of the teachers) will stay with the child until an approved caregiver picks the child up. |
|---|



|  |
|--|
| 46. Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.  |
| 47. RWCFS staff will arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting any of these new or unexpected COVID-19 symptoms: <b>Note:</b> unexpected would be a cough when allergies do not usually flare up <ul style="list-style-type: none"> <li>a. Fever</li> <li>b. Cough</li> <li>c. Shortness of breath or difficulty breathing</li> <li>d. Chills</li> <li>e. Repeated shaking with chills</li> <li>f. Fatigue</li> <li>g. Muscle pain</li> <li>h. Headache</li> <li>i. Sore throat</li> <li>j. Congestion or runny nose</li> <li>k. Nausea or vomiting</li> <li>l. Diarrhea</li> <li>m. New loss of taste or smell</li> </ul> |
| 48. For serious injury or illness, RWCFS staff will call 9-1-1 without delay and seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.   |
| 49. Notify the Health and Nutrition Manager or another manager in her absence so that she can contact local health officials of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws.   |
| 50. RWCFS staff will close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and will not use it before cleaning and disinfection. To reduce risk of exposure, staff will wait 24 hours before <a href="#">cleaning and disinfecting</a> . If it is not possible to wait 24 hours, staff will wait as long as practicable. Staff will ensure a <a href="#">safe and correct application</a> of disinfectants using personal protective equipment and ventilation recommended for cleaning. Staff will keep disinfectant products away from students.  |
| 51. Sick staff members and students may not return until they have met CDC criteria to discontinue <a href="#">home isolation</a> , including at least three days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.  |
| 52. RWCFS content area experts will ensure that students, including students with disabilities, have access to instruction when out of class virtually if/when attendance in building is not recommended or prohibited by local and/or staff health professionals or per order form the Governor.  |
| 53. RWCFS will offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as “at-risk” by the parents or guardian, are students whose circumstances merit offering distance learning.  |
| 54. RWCFS managers will investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.   |
| 55. RWCFS managers will update protocols as needed to prevent further cases.   |

## 11. Maintain Healthy Operations

|                 |
|-----------------|
| 56. RWCFS will: |
|-----------------|

- a. Monitor staff absenteeism and have a roster of trained back-up staff where available or possible.
- b. Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
- c. Designate a staff liaison or liaisons (primarily Site Team Leaders, the Health and Nutrition Manager, Program Design Director and Executive Director) to be responsible for responding to COVID-19 concerns. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- d. RWCFS will maintain communication systems that allow staff and families to self- report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by Program Performance Standards, FERPA and state law related to privacy of educational records.
- e. RWCFS will support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by virtual learning.

## 12. Considerations for Reopening and Partial or Total Closures

57. The RWCFS management team will check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.
58. When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at RWCFS: In consultation with the local public health department, the appropriate RWCFS manager(s), like the RWCFS Health and Nutrition Manager will recommend to the Executive Director or her designee whether school closure versus cleaning and quarantine of exposed person. RWCFS staff will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, staff will wait as long as possible.
59. Additional areas of RWCFS visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
60. RWCFS will implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and community stakeholders.
61. Staff were directed to read and sign off regarding understanding policy, procedure or other information regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See [additional information on government programs supporting sick leave and worker's compensation for COVID-19](#), including worker's sick leave rights under [the Families First Coronavirus Response Act](#) .
62. RWCFS will provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
63. As feasible and budget allows, RWCFS will develop a plan for continuity of education and consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
64. RWCFS will maintain regular communications with the local public health department.

Reviewed by:

Signed by: