



# NCRC PRESCHOOL COVID-19 GUIDELINES

2020-2021



# CONTENTS

Objectives .....	2
Policies and Procedures:	
Travel.....	4
NCRC Nook (Isolation Area).....	4
Visitors.....	4
Playground.....	4
Snack.....	5
Handwashing and Hand Sanitizing Stations.....	5
Signage.....	5
Daily Health Screenings.....	5
Face Mask Policy.....	5-7
COVID-19 Cases.....	7
Returning to NCRC After an Illness or Test.....	8
Positive Test Results.....	8
Quarantining.....	8
Exclusion, Dismissal, and Return Criteria.....	8-10
Community Communications Regarding COVID-19.....	10
Arrival and Dismissal Policy.....	11-12
Daily Mitigation Strategies.....	12-13

# OBJECTIVES

The goal of this document is to address all COVID-19 risk mitigation strategies, including:

- Building a COVID-19 aware community
- Physical distancing
- Personal Protective Equipment (PPE)
- Minimizing shared objects
- Limiting in-person gatherings in the classrooms, playground, leadership meetings, professional development, and parent/community events
- Limiting travel, outside of school exposure, and visitors within the building
- Promoting and supporting sanitation/hygiene measures
- Aligning school policies to support mitigation
- Developing and communicating containment and health screening protocols
- Creating the best practices for business and learning continuity
- Assessing all policies and procedures, communicating frequently, and revising as needed.

All policies, procedures, and protocols are based on the following guidance:

- Health and Safety Guidance for Schools: COVID-19 Recovery Period (OSSE 8/21/20)
- Phase Two Guidance Coronavirus 2019 (COVID-19): Guidance for Childcare Facilities (DC Health 8/05/20)
- Phase Two Coronavirus 2019 (COVID-19): Sample Health Screening (DC Health 7/16/20)
- CDC Childcare Guidance (CDC 7/23/20)
- CDC School Guidance (CDC 8/01/20)
- COVID-19 Mapping: Children's Hospital of Philadelphia Policy Lab

# POLICIES & PROCEDURES

## Travel:

At this time, it's recommended to suspend all nonessential travel. Any necessary travel should follow [CDC recommendations](#) to prevent the spread of disease. Faculty and families who return from an area where COVID-19 is spreading (please see the list located within the following [link](#)) are required by the District to quarantine themselves for 14 days. This includes both living and/or working within the city. Even if there are no symptoms (i.e. a mild cough, low grade fever, a temperature of 100 degrees, or more) the faculty member/student must stay at home and self-isolate.

## The NCRC Nook:

In efforts to mitigate the spread of illness on campus this year we are introducing a safe, quiet, and cozy room for children and faculty for rest and health assessment if they become ill during the school day. The Nook, formerly the Office of Admissions, is on the second floor, next to the back stairwell. The Nook is not a health station; it is a location where a child or faculty member who develops a fever or becomes ill can wait comfortably and safely to be retrieved from school. It is also in this area where assigned faculty will take steps to document, track, and trace contacts in support of the process of working with DC Health.

## Visitors:

For the 2020-21 school year, visitors, vendors, and parents will not be allowed into the school building unless it is absolutely necessary. All vendors and building related maintenance will be scheduled for either before or after school hours, except in the event of an emergency or an immediate need for function or safety. Visitors, therapists, student support personnel, family members, employee's children and parents of students are only allowed into the school based on the decision of the Head of School. Any person allowed to enter the school facilities will be required to: submit a health screening; wear a face mask; practice physical distancing; wash or sanitize their hands; and always be under the supervision of an NCRC faculty member.

## Playground:

The NCRC playground is for NCRC students and program use from 7AM-5PM when school is in session. The playground is open to the NCRC community and general public starting at 5pm on weekdays and open on the weekends. Following the Mayor's public health order, masks are mandatory for visitors aged 2 and older.

### Snack:

At this time, families are asked to bring in all snacks from home for their child/children. All snacks must be brought in plastic containers. A 'no food sharing' policy will be enforced for ALL children and staff.

### Handwashing and Hand Sanitizer Dispensers:

Added to the NCRC campus for this school year will be three outside hand washing stations, giving students and faculty a total of four outdoor sinks to use. There are sanitizer dispensers at each high touch door and entrance doors.

### Signage:

Due to the declared public health emergency of COVID-19 as a global pandemic, safety signs, reminders of best practices, and information has been posted throughout the school. Additional signage has been placed in bathrooms, high-traffic areas, and any limited area of congregation to remind members of the NCRC community to wash hands and maintain physical distancing.

### Daily Health Screenings:

Students, teachers, and faculty will be required to have temperature and health screening checks daily. It is necessary that everyone takes the time to assess their health every morning by taking their temperature and completing the Magnus COVID-19 health profile. Faculty and staff are required to do this assessment before 7:00 AM each morning. Answering "yes" to any of the questions on the Magnus is not an automatic reason to not attend NCRC, but may require additional assessment prior to entering the school building. If you or a member of your household is sick, please contact Molli Anderson as soon as possible. Upon arrival, students are required to have a physical temperature screening at their assigned entrance, and the Magnus health screening results will be reviewed. **Anyone with a waking temperature of 100F or above will be asked to refrain from attending NCRC. Anyone with 100.4F will not be allowed in the facilities and will be sent home.** Scheduled temperature checks will be done throughout the school day to maintain a healthy school campus.

### Face Masks:

The use of face coverings is required in the District of Columbia and at NCRC. Please do NOT use medical grade face masks. Masks with valves or vents are NOT permitted. Please ensure that you wear a simple washable cloth face coverings or disposable mask to prevent the spread of large respiratory droplets. Masks must be worn in the presence of others, even if physically distanced, and in all public and common spaces. The term 'public common spaces' includes classrooms, public restrooms, elevators, stairwells, communal kitchens and workspaces.

## **Face Mask (continued):**

Masks may be removed if a faculty member is in a closed office by themselves, taking a fresh-air break by themselves, or at a distance of greater than 6 ft while eating lunch or enjoying their break in the outdoor classroom or front porch. (Please note that faculty members and children are required to have three or more with them each day in case a mask gets soiled or wet.) NCRC is not requiring a specific color or brand of mask. The school is open to creative designs provided they do not promote any political agenda or make a political statement or contain signs or symbols which reasonably appear to offend and/or which disrupt or interfere with the educational setting and/or process.

The purpose of wearing a mask is to contain your coughs and sneezes, preventing you from spreading your germs to other people and nearby surfaces, which helps to protect other people. Masks can also help you avoid touching your nose or mouth accidentally. While a face covering does not filter the air you breathe, it may serve as a basic barrier against large droplets reaching your mouth or nose. Please refer to this guide to see [how to put on and take off your mask correctly](#).

Masks are a supplement to—not a substitute for—other preventive measures. They are intended as an added layer of protection on top of physical distancing and other common sense protections,; like frequent handwashing, use of hand sanitizer, working and conducting other activities remotely, and staying home when sick or experiencing common symptoms of coronavirus. The CDC has issued instructions for making cloth face masks and recommends cloth masks that:

- Fit snugly but comfortably against the side of the face;
- Are secured with ties or ear loop;
- Include multiple layers of fabric;
- Allow for breathing without restriction;
- Can be laundered and machine dried without damage or change to shape (Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled);
- Are never shared or swapped with others;
- Are clearly identified with student’s names or initials to avoid confusion or swapping;
- Are labeled to indicate top/bottom and front/back;
- Are stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labeled containers or bags, personal lockers, or cubbies);
- Clearly show, or are designed to distinguish, which side of the covering should be worn facing outwards.

### **Face Mask (continued):**

Any member of the NCRC community who has any identified symptoms of illness will be expected to stay at home. Anyone with new and unexplained COVID-19 symptoms should seek medical care or testing.

NCRC plans to quickly assess and isolate a student or adult showing signs of illness. As a reminder, COVID-19 symptoms may include: fever or chills, cough, fatigue, muscle or body aches, headache, shortness of breath/difficulty breathing, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, and diarrhea. We will ensure that any member of the school community who presents with the above identified COVID-19 symptoms be moved to the NCRC Nook for further evaluation and record keeping protocol. The sick individual will continue wearing a mask. The person caring for the sick individual will also wear a mask, gown, face shield, and disposable booties and will stay with the student or faculty member until they have safely left the building. NCRC will contact a student's family immediately and the student must be picked up within 30 minutes of the call. Once the parent arrives they will retrieve their students from the playground, outside of the mezzanine elevator entrance. Any faculty member presenting with these symptoms can and will be asked to leave campus after their situation has been documented.

- Implement process for informing parents/caregivers;
- implement procedure for separating sick students and staff;
- move sick student or staff member to isolation area;
- dismiss of sick person through the mezzanine entrance/exit.

### **COVID-19 Cases:**

If any member within the NCRC community takes a test for COVID-19, they must immediately contact NCRC and refrain from coming to school until test results are received. If the test is negative (with supporting documentation from DC Health or doctor) or they have followed quarantining guidance for 14 days following a positive test, they may return to NCRC for inperson opportunities. NCRC will be reporting to and following the guidance of DC Health and using their protocols for the management of any positive case or exposure.

### **Returning to NCRC after an illness or test:**

The 2020-2021 school year brings about several changes within NCRC's general health protocols, if anyone is sick during this school year the following procedures must be adhered to in order to return to school:

- Seek the attention of a medical physician to determine if the illness warrants a test for COVID-19.
- If sent for testing and the results are negative, the member of the community can return to in-person learning after: being able to present their negative result, they are fever-free and symptom-free for 72 hours without medication, and/or after 10 days have passed since the symptoms first appeared.

If a member of the NCRC community takes a COVID-19 test, they can not return to school until they have received their results of negative and meet the above criteria.

### **Positive Test Results:**

If a family member, childcare provider, or other member of the household tests positive for COVID-19, everyone within that household should quarantine for 14 days in accordance with local and federal guidance.

### **Quarantining:**

Quarantining is required by all members of a household after anyone within that home has received a positive test or has traveled outside of the DMV to an area the District of Columbia has deemed to be at risk.

### **Exclusion, Dismissal, and Return Criteria:**

Exclusion—When a child should remain at home

Dismissal—When a child will be sent home for health related concerns

Return—When a child should return to school after an illness

### **COVID-19 Related Guidelines on EXCLUSION:**

The following are essential points for staying at home and not being admitted to NCRC:

- Students exhibiting a fever of 100 degrees or higher or any of the symptoms listed within the daily screening must stay home from NCRC and contact their health care provider.
- Students awaiting a COVID-19 test result, or who have themselves been confirmed to have COVID-19, must stay home from NCRC and fully follow medical advice and quarantine.
- Students who have been in close contact with a confirmed COVID-19 case, or live in a household with someone who has returned from travel to a DC Health determined "High Risk Area" must stay home from NCRC for 14 days.

## **COVID-19 Related Guidelines on EXCLUSION (cont.):**

*Families of children with pre-existing health conditions that present with COVID-19-like symptoms should talk with their child's health care provider to seek written documentation that those specific symptoms are not due to COVID-19. This information can be uploaded to the Magnus site.*

## **COVID-19 Related Guidelines on DISMISSAL:**

If a student develops a fever or other signs/symptoms of illness, families will be contacted for early dismissal of their child. These situations include:

- Students who develop symptoms during the school day will immediately go with an identified staff member to the NCRC Nook for isolation and comfort until the child's parent/guardian arrives.
- Once the student's adults have been notified, the parent/guardian needs to pick-up the student as soon as possible (within 30 minutes) and then take their child to seek health care provider guidance.
- Once the adult arrives, they must call the front office (202-363-8777). A faculty member will take the adult's temperature and have them complete a health screening questionnaire. Once completed, the adult will be directed to the elevator to retrieve their child directly from the Nook.

## **COVID-19 Related Guidelines on RETURNING TO SCHOOL:**

Please know that this RETURN CRITERIA represents general criteria. In all cases, personal guidance from DC Health or a healthcare provider could override this guidance on an individual basis.

- Have displayed COVID-19 symptoms but healthcare provider does not recommend testing: Family must submit documentation from a healthcare provider of an alternate diagnosis and the criteria to return after illness. (24 hours fever free without medication and at least 10 days from symptoms first appearing).
- Have displayed COVID-19 symptoms and student is tested\*: If *POSITIVE* and symptomatic the student may return after the DC Health or healthcare provider's assigned quarantine period if they are at least 24 hours fever free without the use of fever-reducing medications, and respiratory symptoms have improved, and at least 10 days have elapsed since symptoms first appeared. If *POSITIVE* and asymptomatic the student may return after the DC Health or healthcare provider's assigned quarantine period. If *NEGATIVE* the student may return when they have met the standard criteria to return after an illness (24 hours fever free without medication and at least 10 days from symptoms first appearing) or with documentation from a healthcare provider.

\*Please note that while awaiting test results, the student is EXCLUDED from attending in person learning.

### **COVID-19 Related Guidelines on RETURNING TO SCHOOL (cont.):**

- Have been in close contact of an individual with confirmed COVID-19:
  - May return 14 days from last exposure to COVID-19 positive individual(s), or as instructed by DC Health.
  - If the close contact is a household member, the 14 days from last exposure only counts if the individual(s) have been 100% isolated. If unable to confirm or provide 100%, the student may return to NCRC after quarantining 14 days from the end of COVID-19 positive individual's infectious period, 24 hours fever free without medication and at least 10 days from symptoms first appearing, whichever is later).
- Has personally or lives with someone who has traveled to a State or Country considered High-Risk, as defined by DC Health:
  - May return 14 days from return or arrival to the District of Columbia (or DMV area if you reside outside of DC and your child attends NCRC you must follow this guidance).
  - A negative COVID-19 test during this period would not shorten the quarantine period of 14 days.

### **Community Communication Regarding COVID-19:**

If there is a positive case of COVID-19 within the NCRC community, processes for cleaning and communication are in place. The entire school community will be notified from [Health@ncrcpreschool.org](mailto:Health@ncrcpreschool.org) and the detailed steps of our cleaning, sanitizing, and disinfection processes will be shared. If there are students who are deemed to be close contacts based on the case investigation, those specific families will be notified of the requirement for their child to quarantine for 14 days.

## Plan "A" Arrivals & Dismissals:

### *Assigned arrival entry points:*

**Front Door:** Bunny AM/PM, Beehive 1 AM/PM, Beehive 2 AM/PM, Duckling AM/PM, Butterfly 3 AM

All classes listed above will arrive at the front door for a health screening and entry. Social distancing markers will be installed along the semicircle sidewalk in front of the school. All parents will need to park on Highland Place or Newark St. to walk students to the front steps.

**Side Door:** Butterfly 1 AM/PM, Butterfly 2 AM/PM, Sunshine 1, Sunshine 2, Treetop 2, Explorer 2, Explorer 3

All of the classes listed above will arrive at the side door of NCRC for a health screening and entry. Social distancing markers will be installed along the sidewalk curb in front of the magnolia trees as well as along the sidewalk leading to the front playground gate. All parents will have the option to arrive from Highland Place/Newark or Ordway street and will need to park and walk students to the side door.

**Rear Door:** Rainbow, Treetop 1, Explorer 1

All of the classes listed above will arrive at the rear door of NCRC for a health screening and entry. Playhouse students will have their health screening and be directed along the nearest sidewalk for entry into the Playhouse. Social distancing markers will line the sidewalk along the sandbox and storage shed on the Little Playground. All parents will need to park on Ordway or Porter to walk students to the rear door.

### Arriving via bike, scooter, or stroller:

For students who come to NCRC via bike, scooter, or stroller these items must be stored during the school day within the recently built storage for these items. The adult that accompanies the student to NCRC will be responsible for “parking” these items in the shed after the child has entered the school. The shed can be accessed from the back/sandbox gate on the Little Playground or the “entry” sidewalk side of the building. It is highly encouraged that strollers be folded and all items are encouraged to be covered with rain bags or trash bags while stored within the shed.

## Plan "A" Dismissal

### **Dismissal Procedure:**

Dismissal will take place at assigned times. If you arrive early for your pick-up time you can wait in your parked car or on the benches located on the ground level of the right side of the front porch. Parents, grandparents and caregivers may not congregate on the sidewalks or the yard. When waiting to pick up At their assigned time, the adult may line-up on the marked sidewalk line and once they make their way to the bottom of the steps, they will need to let the teachers on duty.

## Daily Mitigation Protocols and Practices

### **Masks:**

Following the DC Mayor's Order 2020-080: Wearing of Masks in the District of Columbia To Prevent the Spread of COVID-19, the use of face coverings is required in the District of Columbia and at NCRC.

- The school will be providing all students with one mask.
- Families are required to send a minimum of three masks with their student, daily when attending NCRC.
- Simple washable cloth face coverings made of 3 layers of cotton that fit flush to the skin and cover from the brim of the nose to under the chin are recommended.
- Disposable masks or one time use medical masks must be approved on a case-by-case basis.
- NCRC is not requiring a specific color or brand of mask, in fact we are open to creative designs provided they do not promote any political agenda or make a political statement, contains signs or symbols which reasonably appears to offend and/or which disrupts or interferes with the educational setting and/or process.
- Snack, lunch, and rest are times during the day when masks will be safely removed and students will return to wearing their masks once they transition from those tasks.
- Teachers will work with students (using age-appropriate guidance and dialogue) to teach children proper removal, storage and wearing of masks.

## Personal Protective Equipment (PPE) For Faculty & Staff:

PPE is protective clothing, masks, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. As referenced in their labeling, these items are for personal use and generally designed for one time use (then disposed of or washed). Certain procedures also necessitate a greater need for PPE and while there are times PPE is mandated, it is also encouraged to ensure one's comfort and safety.

- Gloves (diaper changing, first aid, changing soiled clothes/shoes, etc.)
- Medical masks (disposable for one-time use, or doubling if with someone who is sick).
- Eye protection (glasses, goggles, face shields)
- Gowns (disposable to be used in the Nook).
- Smocks (worn in the classrooms, cleaned daily, changed when soiled or between classes).
- Closed-toe work shoes & shoe coverings (worn in the Nook & covering a classroom).

## High Touch Surfaces & Cleaning:

Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases risk of spreading infection.

NCRC has several new cleaning, disinfecting and sanitizing processes in place for the upcoming school year, that include many new products that will be used for various purposes.

- Faculty will disinfect high-touch surfaces, such as faucets, toilets, door handles, handrails, light switches, toys and games.
- The climbing and general equipment on the playground will be sanitized at various times of the day, and enhanced deep cleaning will take place in all areas between school days.
- Restrooms will be regularly cleaned throughout the day by NCRC staff.
- Trushot restroom cleaner & disinfectant will be used by the teachers or the individual user after every usage with 10-minute intervals between users.
- NCRC will be using **Protexus Cordless Electrostatic Sprayers** (360 degree disinfection and sanitization) to disinfect classroom spaces daily including between half-day classes and at the end or beginning of every day.