



## Maplewood Enrichment Center School Year 2020 Health Guidelines

August 31, 2020

Since the founding of our camp in 1965, nothing has ever been more important to us than the health, safety, and well-being of our Maplewood families. Please see the precautions and procedures that Maplewood has implemented to help minimize the risk of COVID-19 exposure. Safety actions include promoting healthy hygiene practices, screening of staff and students, intensify cleaning and disinfection, practice physical distancing, training of all staff members and working closely with the EEC and Easton Board of Health and our families.

We will communicate important information to parents/legal guardians via our website, through the mail and by email prior to the beginning of school and throughout the school year.

We have implemented a wide variety of additional procedures this school year for you to review below.

### **Before School Year Information**

The best school year starts with healthy children and this begins at home. Please be diligent, ask questions of friends and family, and notify us immediately if you learn that there has been an exposure and/or possible exposure. While we certainly cannot impose restrictions on your actions when your child is not at Maplewood, we hope that you will make careful choices and consider the health and well-being of those that will spend time in the company of your child during their time at Maplewood.

Please be assured that, in an effort to minimize illness at Maplewood, we ask that all staff members and children monitor their health daily beginning 14 days prior to the start of school by completing the Pre-School Year Health Screening Form. This form must be submitted prior to the first day of school.

We cannot stress enough the importance of keeping your child home if they show any symptoms associated with COVID-19 as outlined on the CDC Symptom Screening List, which can be found on the following link: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. In addition, please utilize the information as a tool to teach your children how to do proper handwashing and how to properly wear a cloth face covering.

We strongly recommend that parents/legal guardians of higher-risk children consult with their child's medical provider to assess their risk and determine if attendance is advisable. If your child has any pre-existing conditions, you must notify Maplewood at least two (2) weeks before arrival. We will have our Director engage in an open dialogue with you about the medical appropriateness of whether it is in your child's best interest to attend this school year at Maplewood.

### **Daily Screening**

Every parent/guardian of a child and every staff member must complete an electronic screening form each morning before 8:00 a.m. in which they are scheduled to attend Maplewood. We will email this form to families daily. Children and staff members will not be permitted to enter the program space until the electronic screening form is received. Please see below for symptoms that would exclude a child or staff member from entering the program space at Maplewood. A copy of the Daily Screening Form is included in this document.

Each morning upon arrival (while still in the car or upon immediately exiting the car), children and staff will be visually inspected for signs of illness (cough, flushed cheeks, shortness of breath or difficulty breathing) and may have their temperature taken with an inferred thermometer (temperature check is not required by state guidelines at this time). In addition, staff will monitor children throughout the day for signs of illness.

The following symptoms, if observed in a child or staff member are cause for immediate isolation and exclusion from childcare:

- Fever
- Cough
- Sore throat
- Shortness of breath or difficulty breathing
- Gastrointestinal distress (Nausea, vomiting, or diarrhea)
- New loss of taste or smell
- New muscle or body aches

The following symptoms, if observed in combination with symptoms bulleted above, are cause for immediate isolation and exclusion from childcare

- Fatigue
- Headache
- Runny nose or congestion
- Any other signs of illness

## **Medical Management of Staff and Children**

All children are required to have access to an authorized responsible adult that is located within 30 to 45 minutes of Maplewood at any time, should a child pick-up be necessary.

## **The Use of Pods at Maplewood**

- Class: Maplewood will assign each student and staff member to a primary class (“Pod”). Children and staff will stay with their assigned class throughout the day.

## **Guidelines for Pods**

- Classes (preschool and kindergarten) will remain consistent throughout the school year.
- When there is more than one class in a classroom, we will adopt mitigation methods such as barrier(s)/partition(s) to keep children separated to ensure physical distancing and to prevent materials from being shared. Class size will comply with state and local guidelines. Proper staff to child ratios and minimum staffing requirements will be maintained.
- Visitors (including parents) and volunteers will not be permitted to enter the building.

## **Arrival/Drop-off**

- To establish and maintain separate classes in the morning and efficiently perform the health screening, families will be provided with a scheduled drop-off time.
- To reduce density and physical interaction of individuals at any given time in the drop off area, it is imperative for all individuals dropping of a child to adhere to their assigned drop-off time.
- Each class will have a designated drop-off area. A staff member will direct you to this spot on the first day of your session. Maplewood expects the following guidelines to be adhered to at all times:
  - Parents/Guardians are NOT permitted to exit their vehicles.
  - Minimize the time you take saying goodbye to allow for the continual flow of traffic. Please say goodbye inside your vehicles.
  - Staff members will visually assess each child for signs of illness immediately upon exiting the car. Children age 7 and older must wear a face mask when exiting the vehicle. If certain answers to the questions on the electronic screening form were answered yes or we observe that the child is not well, the child must return home with the parent/guardian.
  - Please have your child use the bathroom before arriving at school to facilitate the pre-screening process each morning.
- We strongly suggest that you designate one parent/guardian to drop-off and pick-up children every day. Individuals who are at higher risk for severe illness per CDC guidelines should not drop-off or pick-up children.

- All medication, along with the required forms, must be dropped-off at Maplewood prior to the start of school. We will email families the scheduled drop-off days and times. Please bag medication in a clear, Ziploc bag and hand it to the staff member during drop-off (please remain in your vehicle).
  - Medication not in original packaging and without all of the required forms will not be accepted and/or administered.
- If you are bringing special food due to allergies, please have it in a **labeled** box or bag and leave it with a staff member at the check-in table.
- Parents/guardians dropping off late will be required to remain in their vehicle and call 508-238-2387 if they do not see any check-in staff member outside. Parents/Guardians are NOT permitted to exit their vehicles.

### **Maplewood Physical Distancing Protocol**

- Maplewood will be practicing physical distancing through increased spacing, limiting class sizes, reducing and/or restricting mixing between classes, and implementing staggered scheduling, arrival, and pick-up
  1. Children and staff within a class must maintain at least 6 feet of distance at all times including, but not limited to:
    - a. During transitions (i.e. waiting for bathrooms)
    - b. During snack or lunch
    - c. While traveling to and from the outdoors
    - d. During all activities
  2. Children and staff within a class will limit interactions with members of other classrooms.
  3. To the extent that they must interact, members of different classes will do so with at least 6 feet of separation whenever possible.
  4. When an administrative staff member must interact in close proximity (such as the Director instructing children outside of their class) the following must be adhered to:
    - a. They will follow the Maplewood Mask Protocol
    - b. They will consciously minimize the duration of this interaction (less than 15 minutes)

### **Maplewood Mask Protocol**

- Staff will wear a face mask or cloth covering during indoor activities and outdoors, whenever 6 feet physical distancing is not possible.
- When 6 feet of physical distancing is not possible, face mask use requirements for children are as follows:
  - Children age 7 and older must wear a face mask

- Children age 2.9-6 who can safely and appropriately wear, remove, and handle face masks will be encouraged to wear face masks and must be supervised at all times while wearing a face mask
- Children will have frequent mask breaks and children will be instructed to remove face coverings while eating/drinking.
- All children must bring at least two clean face masks or cloth coverings to Maplewood to allow for replacing the covering as needed. These should be cleaned daily, clearly labeled with the child's name, clearly marked to distinguish which side of the covering should be worn facing outwards and placed in individual bags. Maplewood will provide masks to staff and to children as necessary.

### **Personal Hygiene**

Prior to the beginning of the school year we ask that parents review, with their children, the need to physically distance, cooperate in wearing a face mask, and not to share drinks and food. Then, at the beginning of the school year, staff members will train children on behaviors and precautions they should abide by to prevent the spread of COVID-19, including, but not limited to:

- How and when to effectively wash and sanitize hands
- How to practice physical distancing in various settings (classroom space, outdoors, etc.)
- Face mask policy
- Which symptoms to look out for and when to report them and to whom
- Coughing and sneezing etiquette
- Not sharing drinks and food

### **Important Items To Bring To Maplewood**

In addition to the items mentioned in the parent handbook, please provide your child with the following items, which should all be clearly labelled:

- String bag which children will remove from their backpack and carry with them throughout the day. String bag will be used to carry masks, water bottles, snack, etc.
- 3 water bottles
- 2 clean cloth masks or face coverings that are clearly labelled and marked to distinguish which side of the covering should be worn facing outwards. Store in separate labelled paper bags
- Spray sunscreen
- Bug Spray

## **Staff/Program/Activities**

For the past 55 years, Maplewood has been known for our outstanding staff and diverse programming. In that respect, this school year will be no different but, to ensure children and staff safety, some time-honored Maplewood activities and events will unfortunately be on “sabbatical” for 2020. We have had our “thinking caps” on for months and we are excited to say that our daily activity schedules for our school age children (full day program) are action packed. We are planning to hold most activities outdoors but will take advantage of our abundant air-conditioned indoor space for those hot and rainy days and heated for those cold days. Here is a sneak peek of some of the activities our students will be able to enjoy this school year:

- Pedal Karts
- Village
- Art and Drama
- Laser Tag
- Sports (GaGa Ball, Basketball, Kickball, Homerun Derby)
- Playgrounds and more

## **Cleaning and Disinfection**

To minimize the possible transfer/spread of Coronavirus at Maplewood, diligent cleaning protocols have been implemented and will be adhered to by all staff members and our maintenance team to ensure the safety of everyone at Maplewood. Our maintenance team is already working hard to keep Maplewood clean. Going forward, we will increase the frequency with which we perform deep cleanings of shared surfaces and indoor facilities and deploy extra maintenance teams throughout the day, as well as, a professional cleaning crew at night.

In addition to our new HVAC system in the main building, we recently installed air purifying devices called iWave-C to further enhance air quality when children and staff are indoors.

## **Classrooms/Bathrooms**

- Children will avoid sharing common supplies (sunscreen, etc.)
- Children will keep personal items in their bag (i.e. backpack) which will be stored in their cubby. Each child must also have a string bag that they will carry with them throughout the day to hold their masks, water bottles, and snack.
- We will implement a staggered bathroom schedule to limit the number of people using the bathrooms at one time.
- We are posting the [Handwashing](#) sign from the CDC in the bathroom to remind children and staff when and how to properly wash hands.
- Bathrooms will be monitored by staff members to ensure children are following handwashing guidelines and using best practices.
- Staff will provide bathroom breaks between every activity and will ensure that children wash hands properly afterwards.

## **Lunch**

- Maplewood will utilize our outdoor space and indoor facilities to provide for classes and allow children to maintain physical distance.
- We will clean and disinfect the tables before and after snack/lunch and at the end of the day.
- Classes will be assigned specific tables for the entire school year so children occupy the same table each day.
- Lunches must come to camp in a paper bag and be labeled with the child's name. Reusable bags are not allowed. Any dry snacks for the morning should be clearly labeled with the child's name and separated from the lunch in the child's bag
- All lunches, if placed in a class bin in the refrigerator, will be served to children from staff members wearing face masks and gloves.
- In addition to proper hand washing prior to every meal, children and staff will also apply hand sanitizer containing at least 60% alcohol prior to and after eating.
- The lunch area will have signs posted reminding children of the guidelines such as washing hands, maintaining physical distance, etc.
- We are discontinuing the use of communal water pitchers so children must bring multiple bottles or water (clearly labeled with their name) to Maplewood each day.

## **Child/Staff Member Presents with Symptom(s) while at Maplewood**

In accordance with MA DPH guidelines, if a child/staff presents during school with a symptom(s) of COVID-19, they will be immediately isolated and brought to the Health Center (AC Shack) for evaluation. The child (if able based on state guidelines) or staff will wear a face mask. Parents/Guardians will be called for immediate pick-up and ill staff will be sent home immediately. Many illnesses mimic the symptoms of COVID-19, so we expect that they be seen by their primary care physician to rule out COVID-19 and/or be given an alternative diagnosis. This will be enforced.

If the child or staff member has been exposed to an individual who is COVID-19 positive, or presumed to be COVID-19 positive, then they may not return to school/childcare for 14 days.

If the child or staff has symptoms but not otherwise exposed to an individual who is COVID-19 positive or presumed to be COVID-19 positive, they may not return until symptoms abate.

## **If there is a COVID-19 Positive Case at Maplewood**

Sick children or staff members who have tested COVID-19 positive OR symptomatic and presumed by their medical provider to have COVID-19, must not return until they have met the

criteria for discontinuing home isolation and have consulted with their medical provider. Maplewood will notify families and staff about exposure while maintaining confidentiality. In addition, the Easton Health Department and EEC will be notified.

In the circumstance of a reported COVID-19 positive staff or child, all potentially exposed facility areas and equipment will be closed until professionally cleaned and disinfected. We will continue to monitor MA DPH guidelines and will make updates to these procedures as the public health authorities update their guidance.

### **Pick-up/Dismissal**

- If parent/guardian is picking up early or they are part of our remote learning program they must notify the office at 508-238-2387 and follow expectations below.
- Families (preschool and kindergarten programs) will be provided with a scheduled pick-up time which may be staggered to reduce density and physical interaction of individuals at any given time in the pick-up area.
- We will send communications to parents/guardians that assign each child their pick-up time window and location (same spot for drop-off). Maplewood expects the following guidelines to be adhered to at all times:
  - Parents are NOT permitted to exit their vehicles
  - Maintain physical distance with other parents/guardians and children
  - Minimize the time spent greeting your child to allow for the continual flow of traffic
  - Please make sure to have your child pick-up card visibly showing on your dashboard for the staff to easily view
- We strongly suggest that you designate one parent/guardian to pick-up and drop-off children every day. Individuals who are at higher risk for severe illness per CDC guidance should not drop-off or pick-up children.
- We will supervise and escort children to ensure they safely reach their parent's/guardian's vehicle.
- Staff member will sign out the children



## HAND HYGIENE

### **When to Wash or Sanitize Hands – Children and General Staff**

- Upon entry into and exit from Maplewood
- When coming into the program space from outside activities
- Before and after eating
- After coughing, sneezing, or blowing your nose
- Before and after using the restroom
- Upon entering your classroom
- After touching surfaces that may be contaminated
- After using any shared equipment like craft supplies, etc.
- After being in contact with someone who may have been sick
- After contact with facemask or cloth covering

### How to Wash Hands

1. **Wet** your hands with clean, running water. Turn off the tap and apply soap.
2. **Lather** your hands by running them together with the soap. Make sure to lather the back of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds (about the time it takes to sing the “Happy Birthday” song twice.)
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel

You may use paper towels to turn off the faucet and/or open doors of the bathrooms.

## **Handwashing Misconceptions**

- Water temperature is not important. Clean cold and warm water work equally well.
- Antibacterial soap is not more effective than regular soap.
- Bar soap and liquid soap are equally effective.
- Soap and water are more effective than alcohol-based hand sanitizer if hands are visibly dirty or greasy.
- If water is available but soap and hand sanitizer are not, rubbing your hands together under water and drying them off with a clean towel or letting them air dry can remove some germs. Only use this method as a last resort.

## **How to Use Alcohol-Based Hand Sanitizer**

Hand sanitizers should contain greater than 60% ethanol or greater than 70% isopropanol. Hand sanitizers are not a substitute for handwashing.

1. Apply the product to the palm of one hand.
2. Rub your hands together. Make sure the product contacts the back of your hands, palms, between your fingers, and fingertips.
3. Continue to rub your hands together until your hands are dry (about 20 seconds).

## **Daily Health Questionnaire/Self Screening.**

In an effort to minimize illness at Maplewood, the state guidelines require that you complete this self-screening form each morning prior to arriving at Maplewood (please submit by 8:00 a.m.) Individuals who decline to complete the screening questionnaire will not be permitted to enter the program space. If a parent or guardian declines to complete the screening questionnaire, it will result in their child being denied entrance to the program space.

**Full Name of Staff Member or Child**

**Staff Member Position or Child's Class**

**In the past 14 days have you or any household members traveled outside the Commonwealth to a "hot spot" state or outside the country within the last 14 days?**

**In the past 14 days have you or any household members had any contact with a person known to be infected with COVID-19? Yes or No**

**In the past 24 hours have you taken any fever reducing medication? Yes or No**

**Today or in the past 24 hours, have you or any household members had any of the following symptoms. Please answer Yes or No next to each symptom below.**

Fever

Cough

Sore Throat

Difficulty breathing/shortness of breath

Gastrointestinal symptoms (diarrhea, nausea, vomiting)

New loss of smell/taste

New muscle aches

Fatigue

Headache

Runny nose or congestion

Any other signs of illness we should be aware of? If so, please give details below

**Please choose today's date. If the date submitted is incorrect, we will ask you to complete another form prior to entering the program space.**

Self-screening includes checking temperature. Anyone with a fever of 100.00 degree F or above or suffering from other new or unexpected symptoms consistent with COVID-19 or those who have had close contact with a COVID-19 individual may not be permitted into the program space. By typing your name below your e-signature indicates that you completed the daily health screening form and at home temperature check. Please understand that arriving to Maplewood healthy is vital to maintaining a healthy school year program and for ensuring the safety of all children and staff.