



Maplewood Enrichment Center School Year 2021 Health Guidelines

August 26, 2021

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.

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 infrared 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 (100.00 degrees or higher), feverish, has chills
- 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 (not due to other known causes, such as allergies)
- Any other signs of illness

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. Afterschool students will be considered as one pod.
- Visitors (including parents) and volunteers will not be permitted to enter the building.

Maplewood Physical Distancing Protocol

We will be practicing physical distancing indoors through increased spacing when possible, limited mixing between groups, and staggered scheduling, arrival, and pick-up

1. Children and staff within a class will try to maintain 3 to 6 feet of distance indoors and when they are in close proximity to the same individuals for a sustained period of time including but not limited to:
 - a. During transitions (i.e. waiting for bathrooms)
 - b. During snack or lunch
 - c. During activities at a desk or table
2. Children and staff within a group will limit interactions with members of other classes.
3. To the extent that they must interact, members of different classes will do so with at least 6 feet of separation when 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 true:
 - a. They will follow the Maplewood Mask Protocol.

Maplewood Mask Protocol

Staff and children will need to wear a well fitted, multi layer face mask (CDC- approved) :

- On the bus to Maplewood (Afterschool Program)
- During all indoor activities including use of the bathrooms and changing rooms

Children may wear masks more than required if that is more comfortable.

Pull-up masks and gators may not be worn.

All children must bring at least two clean face masks to allow for replacing the covering as needed. These should be 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 labelled baggies. 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

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.

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 (only for Afterschool Program) which children will remove from their backpack and carry with them. String bag will be used to carry masks, water bottle, snack, etc.
- 1 labelled water bottle. Children will be able to refill water bottles as needed.
- 2 clean CDC- approved face masks that are clearly labelled and marked to distinguish which side of the covering should be worn facing outwards. Store in separate labelled plastic bags
- Spray sunscreen
- Bug Spray

Staff/Program/Activities

For the past 56 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 2021. 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 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
- Art and Drama
- Gymnastics
- Laser Tag
- Sports (GaGa Ball, Basketball, Kickball, Homerun Derby)
- Playgrounds and more

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 (Afterschool Program) that they will carry with them throughout the day to hold their masks, water bottle, 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 stagger lunch periods and use the entire canopy area, tents and shaded areas to allow classes and children to maintain physical distance.
- Classes will be assigned specific tables/desks for the entire school year
- We will clean and disinfect the tables at the end of the day.

- Lunches must be labeled with the child's name. Any dry snacks should be clearly labeled with the child's name and separated from the lunch in the child's bag
- Children will wash hands prior to and after eating. Staff will apply hand sanitizer when handwashing is not easily accessible.
- The lunch area will have signs posted reminding children of the guidelines such as washing hands, maintaining physical distance, etc.
- Children must bring a reusable water bottle with their name to Maplewood each day. Children will be able to refill water bottles as needed.

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.

Child or Staff present with Covid symptom(s) while at Maplewood

In accordance with MA DPH guidelines, participants who present with symptoms at Maplewood will be immediately isolated and brought to the office for evaluation. Parents/Guardians will be called for immediate pick-up of camper. Staff member may use his/her car to drive home.

Participants sent home must remain home until they provide a negative PCR Molecular or PCR Rapid Covid test or alternate diagnosis from their physician. Symptomatic individuals who test negative may return after symptoms improve and have been without a fever or fever reducing medication for at least 24 hours.

Confirmed cases will not be able to return to Maplewood for ten days after symptom onset and 24 hours with no fever without the use of fever-reducing medications.

Any close contacts (closer than 6 feet for more than 15 minutes while indoors) will need to quarantine for 10 days without testing OR 7 days after receiving a negative test result (on day 5 or later). Fully vaccinated staff/children will not have to quarantine if a close contact.

Maplewood will notify families and staff of close contacts about exposure while maintaining confidentiality. In addition, the Easton Health Department and EEC will be notified.

Travel guidelines relating to coming to camp

In order for participants to come to camp after traveling outside of Massachusetts, we require that the participant either quarantine for 10 days upon their return or get tested upon return from a trip outside of Massachusetts (best if test as close to start of camp session as possible). The participant may come to camp once we receive the negative PCR result.

- Anyone who is returning to Massachusetts after an absence of fewer than 24 hours is exempt.
- Individuals are exempt that travel outside of MA to drive to a private property they own/rent in another state, as long as there is no unmasked interaction with unvaccinated individuals outside of their household. (EX: You may get an Airbnb in Vermont, or visit a lake house in NY). This includes going to stay at a relative's house where the people you are staying with are fully vaccinated.
- Travelers who are fully vaccinated (i.e. who have received two doses of either the Moderna or Pfizer COVID-19 vaccines OR who have received a single dose of the Johnson & Johnson vaccine, 14 days or more ago) and who do not have symptoms are exempt.
- Travelers are encouraged to consult and follow the CDC's guidelines and requirements for travel: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

Bridging and Afternoon Enrichment Classes

- Procedures for bridging and afternoon enrichment classes for our preschoolers will be provided shortly.

Arrival/Drop-off

- To establish and maintain separate classes in the morning and efficiently perform the health screening, classrooms will be provided with a scheduled drop-off area and time (8:50 a.m.).
- A staff member will direct you to this drop-off area 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. 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.
- 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 area.

- 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.
- 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.

Pick-up/Dismissal

- If parent/guardian is picking up early they must notify the office at 508-238-2387 and follow expectations below.
- Families (preschool and kindergarten programs) will have a scheduled pick-up location and time (1:00 and 2:00 respectively) 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 location. 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 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.