



## SUSQUEHANNA PREP apple tree preschool

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REVISED AS OF JULY 27, 2020

### HEALTH AND SAFETY PLAN:

#### INTRODUCTION

The COVID-19 pandemic has presented everyone with a myriad of challenges. The virus that causes COVID-19 can infect people of all ages. Research from the Centers for Disease Control, among others, has found that while children do get infected by COVID-19, relatively few children with COVID-19 are hospitalized. However, some severe outcomes have been reported in children, and a child with a mild or even asymptomatic case of COVID-19 can spread the infection to others who may be far more vulnerable. COVID-19 is highly contagious and presents most commonly with the upper respiratory symptoms. However, we also need to watch out for the other symptoms. Please refer to the COVID questions on page 8. While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students and their families.

Susquehanna Prep will take the necessary precautions and recommendations from the federal, state, and local governments, CDC, PA DOH, as well as the NFHS and PIAA. Our School realizes the knowledge regarding COVID-19 is constantly changing as new information and treatments become available. These recommendations will be adjusted as needed as new information becomes available in order to decrease the risk of exposure for our staff, students, and families.

Peg

*\*This introduction is based on a common statement being used by several school districts in Pennsylvania and has been shared for use by other schools with modifications as needed. I found this to be excellent and it supports our plan.*

**PANDEMIC COORDINATOR:** Peg Moreck

**PANDEMIC TEAM**

**Staff:** Our entire staff is part of our team. Each staff member is able to make observations of students and the school environment. They will be expected to inform the office of student, as well as, facility concerns. The staff will meet as needed to formulate policy or revise current policy. The staff will also make recommendations as to correct any health concerns.

**Medical professionals:**

The follow people have been and will continue to be consulted in regard to medical and safety concerns:

*Dr. Patrick Kilduff*

*Stephanie Wilchinski PA-C*

*Erin Kilduff PA-C*

*Dr. Ryan Hawely D.O*

*Dr. Frank M, Glushefski, DMD*

*Denise Zdancewicz PharmD., R.Ph*

*Dr. Anja Landis*

*Smita Nikam MD.*

**UPDATE ON OUR SCHOOL FACILITIES:**

Each summer our entire school is thoroughly cleaned. All furniture and surfaces are washed. This includes all toys. This summer we had our gym floor installed. We also refurbished the 4-5 Preschool area and our main office. These areas have new flooring and were repainted. All air filters are changed prior to the opening of school. Our ventilating system is already up and running. The air filters are changed on a regular basis. Our water system is public water; we will run all faucets prior to the first day to aid in flushing our system in each building. As the year progress, we clean many areas daily. We have a cleaning service come in every weekend to clean the entire school. In addition to our usual attention to our facility, we will follow all CDC guidelines as needed.

*Air Purification:* This summer we have installed Remi Halo air purification systems throughout out both of the buildings. This system kills and removes 99% of viruses, bacteria and germs on all surfaces and in the air. Visit the RFG Environmental Group website ([www.rgf.com](http://www.rgf.com)) to learn more information about this system installed by Power Engineering. The system will help to kill and remove 99% of viruses, bacteria and germs on all surfaces an in the air.

## I. COMMUNICATION STANDARDS FOR ATTENDANCE:

### A. PARENTS' ROLE:

1. Parents will ensure that they will monitor their child before sending him/her to school. This monitoring includes taking temperatures, overall wellness and answers to the COVID-19 questions. If a child has a temperature above 99 degrees, the child should not be sent to school. The child must be temperature free for 24 hours without medication such as Tylenol, which would mask the temperature.
2. Parents must notify the school when a child is absent, and we request that you provide some details as to the reason.
3. If required, the parent would provide a doctor's note to re-enter.
4. Parents will allow the school staff to take temperatures upon arrival. This practice will continue as required by CDC guidelines.
5. **ON-GOING SELF REPORTING:** We will not be able to request the COVID-19 Questionnaire every day upon arrival. We will rely on each parent to refer to the COVID19 Questions on page 8. You will need use this as a daily guide in your decision to send your child to school.
6. **On the first day of school each student will need to have a COVID-19 questionnaire completed to hand to their teacher. This will be our "baseline" information for your child. As you follow the information above, you would notify the school if this "baseline" information changes. This form is enclosed in your mailing.**
7. As you look at the symptom list, we all know that some of this is common illness and not necessarily COVID-19. For concerns or clarification, contact your doctor and follow the advice as to what steps you should take to rule out COVID -19. Keeping the school informed will help protect everyone.
8. I hope that all parents will consider getting their children the appropriate flu shots as soon as possible. I will be making the same request of staff.

### B. SCHOOL'S ROLE:

1. Student arrival will remain as previous years, as our staff have always greeted our students outside.
2. A staff member will take temperatures upon arrival.
3. The classroom teacher will report attendance to the office as usual.
4. The office will follow up on any child's absence if a parent has not called in to report.
5. The office will maintain a daily record of absentees with reasons.
6. If an illness is in question, parents will be notified of the need for a doctor's note to return.
7. Using our email system, the school will continue to notify parents of any illness. For example, we inform parents when we know there has been a case of Strep.

8. If we have a case of Covid-19, we will report the case to the Dept. of Health and all parents. It is my understanding that at this point the Dept. of Health will assist the school in the appropriate steps of contact tracing, closure for cleaning and quarantine. Additional sanitation procedures would be implemented as required. We would have all who were exposed stay home and follow the Dept. of Health and CDC guidelines. Students affected would then switch to online learning using Google Classroom and follow the class schedule. We will help parents and students make this transition. This would continue for the time period required.
9. If a child becomes ill while in school, parents would be notified to come to pick up their child. The sick student would be isolated with the presence of a staff member in an area separated from the student body.

C. STAFF GUIDELINES:

1. Staff's health will be monitored and include a daily temperature check upon their arrival at school.
2. Staff is required to stay home if ill.
3. As with students, staff must report if they have the symptoms of Covid-19. Staff should contact their doctor to request testing. Self-Quarantine will be expected until the issue is resolved.

II. **SCHOOL FACILITIES:**

1. We are not allowing any water bottles. We will be sure to allow students to get drinks and use disposable cups. In our lunchroom, we have always used disposable supplies. We do use a tray for students to carry their hot lunch to their table. These trays are put in a dishwasher after each use. We have boxes of tissues and hand sanitizer available in every room for everyone to use as needed.
2. All classrooms will have hand sanitizer and disinfecting spray to use. Students should not bring sanitizer from home.
3. All students have assigned seats in the rooms they use. All desks will be wiped down at the end of the day and in-between as needed. In the classes where students do change rooms during the day, the desks will be wiped or sprayed with Lysol prior to the use by the next student.
4. All students in 3<sup>rd</sup> through 8<sup>th</sup> grades need to bring a pencil case so that they use their own supplies. We will dispense new pencils as needed. We are providing pencil boxes and supplies for all students preschool through 2<sup>nd</sup>. This eliminates the sharing of materials.
5. Throughout the day we will wipe or spray surfaces as much as possible. At the end of each day all surfaces will be washed using a disinfecting solution.

6. Hand washing will be frequent and required prior to lunch. As we monitor students, we will also have students wash if we notice improper covering of coughs and sneezes. We have instructed students on handwashing and proper method of covering.
7. Each teacher will keep some windows open for good circulation. In addition, we have installed Remi Halo air purification systems throughout both of our buildings as described in our facility update on page 2.
8. I am requesting that all staff members get the appropriate flu shots as soon as possible.

### **III. STUDENTS AND STAFF:**

1. We will have a Staff training meeting in early August. We will have second meeting on September 8<sup>th</sup> prior to the opening of school. We will conduct online meetings as needed during August.
2. Teachers will instruct all students on the first day as to procedures and requirements.
3. Social distancing will be required. We have set up classrooms to allow as much space as possible between students. We have a distinct advantage as our classes are smaller; no class larger than 17 students.
4. Staff will help guide the movement of students to also achieve distance in hallways and all common areas. This will also be the case at dismissal.
5. We will identify staff and students at risk and work with this population take precautions to protect them.

### **IV. MASKS:**

1. Our staff and students will be wearing masks, as required by our Governor. Wearing masks, maintaining social distance, hand washing and proper covering of your mouth when coughing or sneezing, should help all of us stay safe.
2. The school is giving each student a lanyard to use while in school. This will be used to help prevent masks from getting misplaced and keep them with the students all times. They will leave their lanyard in their locker or cubby at the end of each day.
3. All of us have an occasional slight cough or sneeze. However, if a student has a heavy cough or continuous coughing, they should be kept home, even if no other symptoms are present. In this event we would set the student up ~~to be~~ online.

## V. REVISIONS TO OUR PRIOR DAILY ACTIVITIES TO ACHIEVE COVID 19 SAFEGUARDS:

*These changes will be reevaluated and adjust as needed. It will be our hope to return to a more normal situation soon.*

### 1. STUDENT MOVEMENT:

Pre School is self-contained. Kindergarten, first and second grades will only travel for special classes as listed below. Third through eight will change as usual. We believe this enhances the academic learning. We are able to change rooms using good social distancing as well as sanitation measures. Each teacher will treat surfaces with Lysol spray prior to the next class entering. Materials will not be shared. Each student will have their own books and assigned seats in each room.

Special classes: Art and Spanish will be held in the art room; everyone must wear a mask. We are able to social distance with our table configuration. Music and physical education will be in our gym. We will not have library classes at the start of the year. We will use that time to add to our academic program as needed. We will use the computer lab with required cleaning between use.

### 2. LUNCH:

**For the start of school, all students will eat lunch in their classrooms.** This will avoid mixing the classes and it will give us more control for opening. Students buying hot lunch will have their lunch brought to the classrooms. Students bringing lunch will need to bring a lunch ready to eat. We will not be able to microwave until we return to the cafeteria. As customary, all lunches will be stored in our coolers. Each class has its own dedicated space in the cooler. Upon returning to the cafeteria, I have revised the lunch schedules for third and fourth grades. This will allow more space in our lunch periods and we will be able to limit each table to six. We have purchased acrylic dividers for each table that will put a barrier between all students.

### 3. RECESS:

After lunch, students will have outdoor recess weather permitting. Each group will have a designated space to avoid classes mixing. If we are not able to go outside, we will use our classrooms, however in this event masks will be required. We will also rotate the use of the gym.

4. ONLINE LEARNING:

In the event we need to transition to online learning, we plan to use the Google Classroom Meet feature as we did last year from March until the end of school. All of our students had a distinct advantage of progressing in their educational curriculum with their teacher live teaching via Google Meet. Our students also had all of the learning materials they needed for classes. We will again be able to go to this system without delay. Our plan is to use this as needed. All students and parents will get classroom codes and schedule information at the start of school, so that we are ready to move to this mode of learning with no lost instructional time if needed. Parents will need to enroll in their child's Google Classrooms immediately upon receiving the class codes. The school would arrange material pick up as we did last year. We will assist all of our new families with this process.

5. NEW INFORMATION:

1. We will not have any sports or field trips until further notice. I want to have a safe opening and concentrate on our academic school term.
2. We will not allow visitors or parents to enter the buildings. If you need to communicate with us, we ask you to call or /email the office. We will address any concerns or needs that you have.

**VI. TRAVEL**

The Governor of Pennsylvania has travel restrictions in place. You can find the list of states on the Dept Of Health Website. If you decide to travel to any of the listed states, or "hot spots" 14 days before school opening you will not be able to come to school until you have been quarantined for the recommended 14 days. Please notify me as soon as possible if you are traveling, so I can make arrangements for you. All of our personal actions will impact so many people, so this a very important part of the plan that needs your openness and cooperation.

**VII. CONCLUSION**

We are in unprecedented times. While we all want to protect everyone, we must use common sense. I do not want our students to live in fear. None of us are happy when our children are ill, but we will never eliminate all illnesses. I have tried to cover a lot of information in this plan. It will be revised as needed and we will keep you informed. My staff and I will do our best to protect our students and their families to the best of our ability. Your support and cooperation is greatly appreciated. We have an advantage in being a small school in which parents are focused on education and the respect of others.

**COVID -19 SYMPTOM QUESTIONS: Your daily checklist prior to sending your child to school**

Do you have any of the following new symptoms?

(Check all that apply)

\_\_\_\_\_ Fever greater than 100.4

\_\_\_\_\_ new cough

\_\_\_\_\_shortness of breath

Do you have any of the following new additional symptoms?

(Check all that apply)

\_\_\_\_\_ Chills or repeated shaking

\_\_\_\_\_ Acute muscle pain

\_\_\_\_\_ Fatigue

\_\_\_\_\_ Acute headache

\_\_\_\_\_ Sore Throat

\_\_\_\_\_ New loss of taste or smell

\_\_\_\_\_ Nausea, vomiting

\_\_\_\_\_ Diarrhea

\_\_\_\_\_ Close contact

CLOSE CONTACT IS BASED ON THE FOLLOWING QUESTION: Within the past 14 days have you had close contact with someone who is currently sick with suspected or confirmed COVID-19?

Note: Close contact is defined as within 6 ft for more than 10 consecutive minutes, without PPE equipment.

If there is a doubt or question, please consult your doctor for advice and direction. We ask you to inform the school, so we can help protect everyone.

**COVID -19 Questionnaire: This completed form is required on the first day of school.**

NAME \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_



GRADE \_\_\_\_\_ AGE \_\_\_\_\_ REPORT COMPLETED BY \_\_\_\_\_

Please answer the following questions. Answers are marked as Y-Yes N-No. This information provides the school with baseline information, as mentioned in our Health and Safety Program.

COVID -19 SYMPTOM QUESTIONS:

Do you have any of the following new symptoms?

(Mark all that apply)

\_\_\_\_\_ Fever greater than 100.4

\_\_\_\_\_ new cough

\_\_\_\_\_ shortness of breath

Do you have any of the following new additional symptoms?

(Mark all that apply)

\_\_\_\_\_ Chills or repeated shaking

\_\_\_\_\_ Acute muscle pain

\_\_\_\_\_ Fatigue

\_\_\_\_\_ Acute headache

\_\_\_\_\_ Sore Throat

\_\_\_\_\_ New loss of taste or smell

\_\_\_\_\_ Nausea,

\_\_\_\_\_ Vomiting

\_\_\_\_\_ Diarrhea

CLOSE CONTACT: \_\_\_\_\_

CLOSE CONTACT IS BASED ON THE FOLLOWING QUESTION: Within the past 14 days have you had close contact with someone who is currently sick with suspected or confirmed COVID-19?

Note: Close contact is defined as within 6 ft for more than 10 consecutive minutes, without PPE equipment.

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_