

# COLONIAL SCHOOL



COMMUNITY FIRST SOLUTIONS

**2021-2022**

**Pandemic Supplement  
to Parent Handbook**

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## INTRODUCTION

This pandemic handbook has been developed to be used in conjunction with the existing Colonial School Parent Handbook. There are some policies in the Parent Handbook that will be overridden by this Pandemic Handbook for school year 2021-2022. Parents will be notified when either handbook is updated or when one supersedes the other. The COVID-19 pandemic, and knowledge and guidelines related to the pandemic, are ever changing and evolving. We will update both/either handbooks in response to those changes and evolution.

COVID-19 is thought to spread mainly from person-to-person:

- Between people who are in close contact with one another (within 6 feet).

- Through respiratory droplets produced when an infected person coughs, sneezes or talks. Those droplets can land in the mouths or noses of people who are nearby, or possibly be inhaled into the lungs.

- COVID-19 can be spread by people who are not showing symptoms (asymptomatic).

Knowing these facts, Colonial Schools has developed pandemic rules and best practice guidance to assist with ensuring every effort is being made to mitigate and prevent the spread of COVID-19. We continue to follow all licensing requirements established by the Governor of Ohio and the Ohio Department of Job and Family Services. This document summarizes the rules, best practices, and policies established by Colonial School accordingly for the 2021-2022.

Additionally, because of the affiliation of Colonial School with Community First Solutions, we have access to two certified Registered Nurse Infection Preventionists to provide ongoing advice, support, and information.

Colonial School will always adhere to the most up-to-date ODJFS regulations, and if those are updated after the release of this handbook, we reserve the right to update either handbook in order to comply with the new guidelines.

**Masks**

Anyone over 12 years must wear a mask at all times, except while eating, during breaks and during outside times. Masks must cover nose and mouth. Masks are strongly recommended for children, but not required.

**CLASS SIZE/RATIOS**

Colonial School will be returning to regular ratios as listed below:

**Pre-K classes-ages 4-6 year olds**

1 adult to 12 children/2 adults to 24 maximum group size

**Preschool classes-ages 3-4 year olds**

1 adult to 10 children/2 adults to 20 maximum group size

**Extended Day classes-ages 3-6 year olds**

Colonial School ratio: 1 adult to 12 children/2 adults to 24 maximum group size

## Health Screening

All children and staff are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees **prior to coming to school**. Staff may complete additional health screenings through out the day as needed.

Symptoms for screening include:

Temperature of 100 degrees F or higher

Chills

New uncontrolled cough (for children with chronic allergies/asthmatic cough, a change in their cough from baseline)

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

New onset severe headache

New loss of taste or smell

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

Trouble breathing

Persistent pain or pressure in the chest

New confusion

Inability to wake or stay awake

Bluish lips or face

## PRACTICES DURING THE DAY

### Handwashing:

Good hand hygiene is vital for all staff and children. Colonial School have added two portable child height handwashing sinks to facilitate this standard.

All children and adults must wash their hands upon entering a classroom and prior to leaving for the day.

All employees must wash their hands after caring for someone who is sick.

Employees and children will frequently wash their hands throughout the day.

Teachers will teach children appropriate handwashing practices. This includes washing carefully with soap and water for at least 20 seconds.

Anyone that is required to enter the building will be asked to wash his or her hands.

Hands must be washed after coughing, sneezing, or using a tissue.

Hands must be washed after using the restroom or assisting a child with using the restroom.

Hands must be washed after contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.

Hands must be washed after touching face, or handling their mask.

Hands must be washed after cleaning, sanitizing, or using any chemical products.

Hands must be washed before **and** after eating, serving, or preparing food.

Hands must be washed before and after completing any medical procedure or administering medications.

Hands must be washed when visibly soiled.

Hands must be washed before leaving for the day.

### Alcohol Based Sanitizers:

Use of an alcohol based hand sanitizer on children should only be practiced when soap and water is not available. If a child needs to use an alcohol based sanitizer, an adult must be physically present to assist the child with proper use.

Staff may use alcohol based hand sanitizers throughout the day, but soap and water is still preferable. Things happen quickly in preschool, and we recognize that sometimes a pump of sanitizer is the most expedient thing to do in order to make the child the top priority. The sanitizer should only be used to help the teacher complete a task and bridge the gap until she can get to the sink for soap and water.

### Respiratory Hygiene:

All staff should cough and sneeze with tissues or the corner of the elbow.

Children will be encouraged to cover coughs and sneezes with a tissue or the corner of the elbow.

All soiled tissues will be disposed of immediately after use.

### **Additional Rules/Best Practices:**

We will not be ordering lunches from the Westover Kitchen this year. Students who stay for lunch, must bring a lunch box that can stay in their backpack until lunch time. Colonial School will supply 1% or skim milk for meals.

Deep cleaning will be done by the cleaning service each night. Disinfectants use are EPA-registered for use against COVID-19, when appropriate.

Colonial School will not have participate in intergenerational programming within the Westover Retirement Community.

### **Illness**

Colonial School will immediately send home any child or employee who has a temperature of 100 degrees or higher. If the child has a fever, she or he will be isolated in the Director's office until picked up.

This individual may not return until they are fever free for **24** hours without the use of fever-reducing medication. If the individual has had contact with someone confirmed or probable to have COVID-19, he or she must complete isolation or quarantine procedures in coordination with the local health department prior to returning to the program.

### **CONFIRMED CASES**

If a child or staff has confirmed COVID-19, that classroom will be shut down for deep sanitation.

Colonial School will notify the Ohio Department of Job and Family Services (ODJFS) by the next business day. This is done through the Ohio child licensing and quality system as a serious incident report.

Colonial School will notify the local health department by the next business day, and ensure that the person completes isolation or quarantine procedures for COVID-19 in coordination with the local health department prior to being permitted to return to the school.

Colonial School will cooperate with contact tracing and notifications for other individuals in that classroom.

### **SCHOOL/FAMILY/STAFF COMMUNICATION PLAN**

Communication has always been important for all staff and families. As we navigate these times together, regular communication will continue through email, phone calls, newsletters, updates to this pandemic and school handbooks, etc.

### **TUITION**

Refunds will not be issued for absences of 14 days or less. If your plans change during the school year we must have two weeks' notice of an attendance, change or you will be billed at your current rate.