



School Reopening/Childcare Facility COVID-19 Health and Safety Plan Our Lady of Victory Preschool

Each child care facility must create a COVID-19 Health and Safety Plan which will serve as the guidelines for the facility's COVID-19 child care activities. As with all emergency plans, the COVID-19 Health and Safety Plan developed for each child care facility should be tailored to the unique needs of each facility and should be created in consultation of guidance and policy issued by Office of Child Care and Department of Early Learning (OCDEL), Pennsylvania Department of Health (DOH), and comply with the Center for Disease Control and Prevention (CDC) guidelines. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a facility's COVID-19 Health and Safety Plan, with a focus on training and communications, to ensure all stakeholders are fully informed and prepared for aspects of phased-in reopening or continuing to operate with a waiver during COVID 19. OCDEL recognizes that many child care providers have developed and are currently implementing their plans, whereas others are in the beginning phases of developing their plan. Though plans do not need to take the form of this template, providers should ensure that all elements of this template are included in their plans and adjust accordingly. A child care facility's COVID-19 Health and Safety Plan should be shared with all families and staff and posted in a conspicuous area. Child care facilities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the COVID-19 Health and Safety Plan.

Each child care facility should continue to monitor its COVID-19 Health and Safety Plan throughout the year and update as needed. All revisions should be shared with all families and staff and posted in a conspicuous area. Child care providers are not required to use this specific plan, but the following elements must be addressed in any plan format selected by the provider:

1. Screening procedures,
2. Child drop-off and pick-up policies,
3. Sick policies,
4. Mask policy, and
5. Cleaning/sanitation procedures.

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This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.

Health and Safety Plan: **Our Lady of Victory Preschool**

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below.

For the purpose of this COVID-19 Health and Safety Plan, all procedures and protocols outlined in this document are appropriate for both Yellow Phase and Green Phase Schools unless otherwise indicated.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Type of Reopening

Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 25, 2020

Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Dawn Lorenz	OLV Preschool, Director/Preschool Parent	Both
Ms. Patti Peters	OLV Preschool Administration	Both
Mrs. Amber Panetta	OLV Preschool Faculty	OLV Preschool Response Team

Mrs. Holly Walker	OLV Preschool Faculty	OLV Preschool Response Team
Fr. Neil Dadey	Administration	Both
Samantha Weakland	Administration	Both
Terry Stec	Coordinator	Both
Dr. Jonathan Siuta	M.D. Consultant	Development
Natalie Wolfe	OLVCS School Nurse, R.N.	Development
Mark Schnar	OLV Preschool /Maintenance	OLV Preschool Response Team

Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

Once your child care facility has determined to reopen and established a Health and Safety Coordinator, use the action plan templates on the following pages to create a thorough plan. Providers should utilize the direction discussed in the announcement, [Interim Guidance for Certified Child Care Facilities operating during the Novel Coronavirus Pandemic \(Announcement: C-20-06\)](#). For each section of the COVID-19 Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your child care facility will employ to satisfy each area of the plan. The summary will serve as the public-facing description of the efforts your child care facility will take to ensure health and safety of every stakeholder in your child care community. Thus, the summary should be focused on the key information that staff, children in care, and families will require to clearly understand your COVID-19 Health and Safety Plan. You can use the key questions to guide your summary.

For each requirement within each domain, document the following:

- **Action Steps:** Identify the specific adjustments the facility will make to the requirement during the time period the programs is open or reopening. List the discrete action steps for each requirement in sequential order.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Recommended:** In order to implement this requirement effectively, will staff, children, families, or other stakeholders require professional development?
-

In the following tables, an asterisk (*) denotes a mandatory requirement of the plan. All other requirements are highly encouraged to the extent possible.

Face Masks

Key Questions

- How will you ensure staff have accessibility to cloth face masks?
- How will you implement staff wearing cloth face masks?
- What protocols will you put in place to ensure staff are wearing masks throughout the day?
- In circumstance where children have been identified to wear face masks, how will you implement?

Summary of Responses to Key Questions:

- Staff will use cloth face coverings throughout programming as feasible and whenever social distancing measures are not possible.
- Cloth masks will be purchased for staff and students to use while onsite.
- Children 2 years old and older are required to wear a mask when social distancing of at least 6 feet from those who are not a part of their household is not possible covering as described in the Order of the Secretary of the Pennsylvania Department of Health Order for Universal Face Coverings, unless they fit one of the exceptions included in Section 3 of the Order.

- If a child is outdoors and able to consistently maintain a social distance of at least 6 feet from individuals who are not a part of their household, they do not need to wear a mask.
- If a parent, guardian, or responsible person has been unable to place a face covering safely on the child's face, they should not do so.
- If a child 2 years old or older is unable to remove a face covering without assistance, the child is not required to wear one.
- Masks will not be worn for active play or mealtimes.

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD (Y/N)
<p>* Use of face coverings (masks or face shields) by all staff and visitors</p>	<ul style="list-style-type: none"> • Staff will use cloth face coverings throughout programming as feasible and whenever social distancing measures are not possible. • Visitors will only be permitted inside facility if they are wearing a mask or face shield 	<p>Dr. Dawn Lorenz, Director</p>	<p>Paper masks available for visitors and staff</p> <p>Cloth masks available to wash daily for staff</p>	<p>Y</p>
<p>* Use of face coverings (masks or face shields) by children 2 years of age and older (as appropriate)</p>	<ul style="list-style-type: none"> • Children 2 years old and older are required to wear a mask when social distancing of at least 6 feet from those who are not a part of their household 	<p>Dr. Dawn Lorenz, Director</p>	<p>Paper masks available for Children</p> <p>Cloth Mask Class-packs</p>	<p>N</p>

			purchased to wash daily at the center	
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Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain children’s safety in care?
- What protocols will you put in place to clean and disinfect high-touch surfaces throughout an individual day?
- Which staff will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided?

Summary of Responses to Key Questions

- On a weekly basis Our Lady of Victory Preschool will use a Halosil disinfecting fogging machine when students are not present. These machines are used by hospitals and educational institutions worldwide. They are nontoxic and use hydrogen peroxide to kill 99.9 % of known viruses and bacteria to include COVID-19 and Influenza. It can disinfect the entire school in 2 hours.
- Staff will continue to follow cleaning schedule outlined in *Caring for Our Children: National Health and Safety Performance Standards*
- Materials that cannot be readily disinfected will not be placed into rotation.
- Additional cleaning and disinfecting will take place as follows:
 - Classrooms, Offices: at the end of each day
 - Appliances: at the end of each day
 - Electronic Equipment: at the end of each day, and/or between use
 - General Used Objects: at least 4 times daily
 - Common Areas: At the end of each use/day; between groups

- We have developed a daily schedule for cleaning and disinfecting our school and classrooms. All cleaning will be done to meet DHS regulations and current CDC guidelines.
- Masters Cleaning and More will continue to contract with Our Lady of Victory Preschool to clean and disinfect each evening after the school is closed.
- Staff members will clean and disinfect frequently touched surfaces multiple times throughout the day.
- Toys that cannot be sanitized will not be used at this time.
- The playground will be cleaned following each use and additionally as necessary.
- Air circulation and ventilation will be monitored daily by OLV Maintenance.
- Classes will utilize outdoor spaces as weather permits.

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating, surfaces, and any other areas used by children in care (i.e., restrooms, drinking fountains, toys, hallways, and transportation)	<ul style="list-style-type: none"> • Continue to follow routine schedule for cleaning, sanitizing, and disinfecting outlined in Caring for Our Children: National Health and Safety Performance Standards • Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, This also includes cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, 	Dr. Dawn Lorenz, Director	Bleach, Purrell Professional, Dawn Dish Soap, and standard cleaning supplies	Y

	<p>classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.</p> <ul style="list-style-type: none"> • Toys that cannot be cleaned and sanitized will not be used • All cleaning materials are kept secure and out of reach of children per regulations. • Staff will ensure adequate ventilation when using cleaning products to prevent children from inhaling toxic fumes. 			
Other cleaning, sanitizing, disinfecting, and ventilation practices	<ul style="list-style-type: none"> • The playground will be cleaned following each use and additionally as necessary • On a weekly basis Our Lady of Victory Preschool will use a Halosil disinfecting fogging machine when students are not present. 	Dr. Dawn Lorenz, Director	Halosil fogger and cleaning agent	N

Social Distancing and Other Safety Protocols

Key Questions

- How will child care spaces be organized to mitigate spread?
- How will you group children in care with staff to limit the number of individuals who come into contact with one another throughout the day?
- What policies and procedures will govern use of other communal spaces within the facility?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the day?
- How will you adjust transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

Social Distancing

- When possible, we will limit the mixing of classes. Playground and use of multipurpose spaces will be staggered.
- Students will attend their assigned classroom with assigned staff each day they attend school.
- Students who attend Extended School Program will remain with their age group.
- Volunteers will be limited, and fieldtrips will be considered on a case-by-case basis. Virtual field trips will be advisable
- When possible, students will fill every other seat at the snack table.

Snack time/Lunch time

- All tables will be cleaned before/after snack time and lunch time.
- All staff members will wash their hands and wear gloves before handing out food.
- All students will wash their hands before/after snack/lunch.
- All meals and snacks take place in the classroom.
- Children who stay for lunch are required to bring their own peanut-free boxed lunch.
- Teachers will serve snacks; students will not be permitted to serve themselves.
- When possible, students will fill every other seat at the snack table

Shared Playground & Multi-purpose Spaces (Library, Messy Room, Kitchen)

- When possible, playground and multi-purpose spaces times will be staggered to limit the mixing of classes.
- Multi-purpose spaces will be cleaned following each use and additionally as necessary.
- Staff will document cleaning times accordingly upon each usage
- Multipurpose areas will be used on a staggered basis with extra time between class usage to allow for disinfecting.
- Playground use will be staggered between age groups and disinfected between uses.
- Students enrolled in Extended School Programming will remain with the same teacher and age grouping in during ESP.
- Students will remain with their age grouping and the same teacher throughout the day.
- Dismissal and drop off will be staggered between age groupings.
- Group size will be capped per DHS standards for student; teacher ratio, and classroom size.

Staggering Hallway Use: Parent Drop Off and Pick Up

- Parent drop off and pick up times will be staggered and happen at predetermined intervals only.
- At parent drop off will occur at the parent entrance. One family will be permitted to enter for health screening at a time. Families will be asked to either remain in their vehicle or social distance while waiting in line to come in.
- Families will be asked that when possible, the same parent or designated person should drop off and pick up the child every day. If possible, individuals with serious underlying medical conditions should not pick up children because they are more at risk.
- At parent pick up times staff will bring children out to their parent's vehicle directly.
- Parents will be discouraged from entering the school building. Parents that request access to the school building will be required to complete a health screening and temperature check.

Hand Hygiene

- Hand washing with soap and water is preferred practice. If soap and water are not available, a 60% alcohol-based hand sanitizer will be used.
- Hands will be washed if they are visibly dirty.
- Signage on proper handwashing techniques will be posted at each sink.
- The use of hand sanitizer will be supervised.
- Hand sanitizer stations will be installed outside each classroom and at both entryways to Our Lady of Victory Preschool.
- Handwashing/Use of hand sanitizer will occur – before entering school; before/after eating; after playing on the playground, and after toileting.

Prevention and Education

- Printable resources available from CDC, the Early Childhood Learning Center, DHS, and the National Association for the Education of Young Children will be posted throughout the building to help promote best practices in prevention of COVID-19.
- Additional information on prevention will be made available on the Our Lady of Victory Preschool webpage, social media pages, and in the Director's, Weekly Wrap Up newsletter to parents.
- Prior to the start of school, a series of videos will be made and disseminated to families that show school expectations and preventative efforts.
- Information on prevention of COVID-19 and at home resources from the CDC and the PA Department of Health will be shared with families via the Our Lady of Victory Preschool website.
- Staff will use the signage provided to indicate the need for a room to be sanitized and/or disinfected.
- Signage will be posted throughout the building to on how to stop the spread of COVID-19, such as properly washing hands, promote everyday protective measures, and properly wear a face covering. Information on prevention of COVID-19.
- Signage indicating closure/capacity limits will be placed on multipurpose room doors. All meetings are required to use Zoom as a virtual option even for employees in the office or school.
 - **Multipurpose Room**–These spaces could be closed for use at different times throughout the day for cleaning/disinfecting and occupancy. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.
 - **Resource Room** – There will be limited access to the copy room. Signage indicating restrictions will be posted

Field Trips and Visitors

- All field trips and visitors will be scheduled virtually until further notice.
- Large group activities will be postponed until a later date.
- Virtual field trips will be encouraged over traditional field trips.
- All visitors will complete a Visitor Self-Screening form and a temperature check prior to entering the building
- Disposable masks will be made available to visitors.
- All visitors will wear a mask while in the building.

Sharing of Materials

- Students will be asked to bring an extra set of clothes to school that can be kept at school in a Ziploc bag. This should include pants, shirt, underwear, socks, and a lightweight sweater/sweatshirt.
- Water bottles are discouraged. Paper cups will be used for drinks throughout the day.
- Items from home are highly discouraged. No backpacks, bags, or toys should be sent to school at this time.
- All belongings should be labeled and will be kept separate in each child's cubby.
- Parents will be asked to provide individual, labeled supplies for their child to use at school. These include, but are not limited to, box of crayons, glue sticks, watercolors, playdoh, and markers. Supplies will be kept in each student's individual bin to prevent sharing of supplies.
- Students will be asked to have a pair of non-skid slippers to wear when in the classroom only. Children will remove outdoor shoes prior to entering the classroom.

Yellow Phase

- If Centre County moves into Yellow Phase only morning preschool sessions will be held in person. Extended School Program activities will be placed on hold to limit mixing of classes.
- All other protocols will continue to be followed as outlined above

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Child care space occupancy that allows for 6 feet of separation among children in care and staff throughout the day, to the maximum extent feasible or promotes social distancing through grouping	<ul style="list-style-type: none"> • Tables and materials will be organized in a way that allows for 6 feet of separation between children when feasible • Outdoor learning spaces utilized whenever feasible. • Students will remain with their age group throughout the day • Developmentally appropriate signage throughout hallways to encourage social distancing. 	Dr. Dawn Lorenz, Director	Sensory Hallway/Social Distancing Markers, New classroom materials as needed	N
Restricting the use of common areas, and consider serving meals in alternate settings such as where the child care is being provided	<ul style="list-style-type: none"> • Lunch bunch has been removed as a separate program component. Lunch will be held inside the classroom at the beginning of Extended School Programming • Use of multipurpose areas will be staggered to allow for cleaning between groups 	Dr. Dawn Lorenz, Director		N
* Hygiene practices for children in care and staff including the manner and frequency of hand- washing and other best practices	<ul style="list-style-type: none"> • Teachers will develop a class schedule for handwashing that includes timed reminders of washing in addition to washing when entering the classroom, before meals/snacks, after ending a project, and when 	Dr. Dawn Lorenz, Director	Handwashing Instruction Signs, Sink for upstairs classroom, Hand sanitizer stations at each entry way and	N

	<ul style="list-style-type: none"> returning from outside. • Proper handwashing technique will be taught in each classroom • Signage regarding proper handwashing techniques will be posted by all sinks. 		each classroom.	
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	<ul style="list-style-type: none"> • Signage will be posted in the following common areas of the preschool: upstairs backpack room, downstairs backpack room, PreK backpack room • Handwashing hygiene signs will be posted at each sink. • Signage indicating the need to clean or disinfect a common area will be posted at entryways to the common area. 	Dr. Dawn Lorenz, Director	Laminated Signs from CDC, AAP, DHS	N
Identifying and restricting non-essential visitors and volunteers	<ul style="list-style-type: none"> • All visitors are to check in at the main office. • Parents and nonessential visitors are asked not to visit • All visitors will have their temperature checked and health screening prior to entering the facility. 	Dr. Dawn Lorenz, Director		N
Handling outdoor play consistent with the CDC Considerations	<ul style="list-style-type: none"> • Outdoor play areas will be restricted to one age group at a time and sanitized between uses • Children will wear masks for face coverings if 6 ft social distancing is not possible 	Dr. Dawn Lorenz, Director		N

Limiting the sharing of materials among children in care	<ul style="list-style-type: none"> • Parents will provide an individual school supply kit that will not be shared with other students • Supplies that must be shared will be disinfected between uses 	Dr. Dawn Lorenz, Director	Additional classroom supplies to enable each child to have their own supplies when feasible.	N
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> • Staff will use a schedule of when communal spaces can be used. • Program times have been altered to minimize shared hallway usage 	Dr. Dawn Lorenz, Director		N
Adjusting transportation schedules and practices to create social distance between children in care	<ul style="list-style-type: none"> • Drop off times and practices will be staggered to allow more distance for families arriving • Pick up time will be at designated times to allow families to remain in their vehicle. 	Terry Stec, Resource Officer	Maps of drop off and pick up procedures mailed to parents	N
Limiting the number of individuals in facility rooms and other facility spaces, and interactions between groups of children in care	<ul style="list-style-type: none"> • Classes will be permitted to utilize additional open rooms to minimize the number of individuals in each room • Children will remain with their age group only 	Dr. Dawn Lorenz, Director		N
Other social distancing and safety practices				

Monitoring Student and Staff Health

Key Questions

- How will you screen children, staff and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where will the screening take place?
- When and how frequently will you monitor the health of children, staff and others who interact with each other throughout the day to ensure that they continue to be healthy and do not exhibit new signs of illness?
- What is the policy for quarantine or isolation if a staff and/or child becomes ill or has been exposed to an individual confirmed positive for COVID-19?

Summary of Responses to Key Questions:

Monitoring Students and Staff for Symptoms

- The main entrance to the preschool will be used for health screenings and temperature checks. Health checks will be conducted outdoors, weather permitting. Each family will be checked individually for privacy.
- At drop off families will be asked the following questions:
 - Has your child had a fever of 100.0 or higher in the last 24 hours?
 - Has your child had Tylenol or Ibuprofen in the last 24 hours?
 - Has your child had shortness of breath or difficulty breathing in the last 24 hours?
 - Has your child had a cough in the last 24 hours?
 - Has your child had any symptoms of any illness (fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, congestion or runny nose, nausea or vomiting, diarrhea) in the last 24 hours?
 - Has your child close contact with a person who is lab-confirmed to have COVID-19?
 - Has your child traveled to a state or country designated as at risk within the last 14 days?
 - Staff will make a visual inspection of the child for signs of illness including flushed cheeks, rapid breathing, fatigue, or extreme fussiness.
- Persons who have a fever of 100.0 degrees Fahrenheit or above, or answer yes to any of the above questions will not be admitted to the facility per Department of Human Services regulations. .
- The health of students and staff will be monitored throughout the day. Temperature checks will be used when a student or staff member's health is in question.
- Our Lady of Victory Preschool will send home a student or staff member who shows any of the following symptoms.
 - A fever \geq 100.0 F

- Any present cough
- Shortness of breath or respiratory distress (without physical activity)
- All other health concerns listed in our health policy including, but not limited to, vomiting, diarrhea, earache, rash, sore throat, head lice, eye discharge or red eye.
- If a student or staff member has a fever, they must be fever free for 24 hours, without medication, before returning to school.
- If a student or a staff member shows symptoms of COVID-19, they must have a signed physician's note to return to school.

Isolating students, staff, or visitors if they become sick

Phase 1 – Possible Exposure: If a possible exposure to COVID-19 is confirmed in a student or a staff member:

- Student or staff member will be placed in an isolation room away from others in school. All belongings to that person will be gathered and bagged.
- Student or staff member will be required to leave school and not return until confirmation of a negative test is received.
- All areas used by the person who is sick will be closed off for 24 hours.
- Outside doors and windows will be opened as applicable to increase air circulation in the areas.
- All areas used by the person who is sick, such as: classrooms, offices, bathrooms, and common areas will be cleaned and disinfected.
- DHS and DOH will be contacted to report the possible exposure.
- Director shall inform parents of enrolled children when there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of DOH.
- We will stay in contact with them based upon the results of the test.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary beyond routine cleaning and disinfecting.

Phase 2 – Confirmed Case of COVID-19. If a confirmed case of COVID-19 is discovered in a student or staff member:

- The school would implement a short-term closure procedure regardless of community spread if an infected person has been in the school building.

- Upon learning of a COVID-19 case in someone who has been in school, we will immediately notify local health officials. These officials will help administrators determine a course of action for our school.
- Students and most staff would be dismissed 48 hours. This initial short-term closure allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the center. This will allow our school, with the help of local officials, to determine the appropriate next steps, including whether an extended closure is needed to stop or slow further spread of COVID-19.
- We will close off areas used by the individuals with COVID-19 and wait 24 hours before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Outside doors and windows will be opened as applicable to increase air circulation in the areas.
- Designated staff will clean and disinfect all areas used by the ill person(s), focusing especially on frequently touched surfaces.
- Administrators will seek guidance from local health officials to determine when students and staff should return to school and what additional steps are needed.

In addition, staff and parents who are well, but are taking care of or sharing a home with someone with a case of COVID-19, should follow instructions from local health officials to determine when to return to school.

Return to School Protocol

1. **Symptom-Based Strategy:** Individuals with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
 - At least 10 days have passed *since symptoms first appeared*.
2. **Test-Based Strategy:** Individuals who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - Resolution of fever without the use of fever-reducing medications and
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
 - Negative COVID-19 test results from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens)
3. **Time-Based Strategy:** Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. **If they develop symptoms, then the symptom-based or test-based strategy should be used.**
4. **Confirmed Test-Based Strategy:** Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions: Negative COVID-19 results from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens).
- The symptom-based, time-based, and test-based strategies may result in different timeframes for discontinuation of isolation post-recovery. Any individual who becomes ill should contact their medical provider for advice or testing. For any individual who has been exposed to COVID-19 as described above, or who tests positive for COVID-19, follow the information outlined above.

Communication

- HiMama will continue to be used for electronic communication with families regarding information related to exposure and school closure.
- Staff will be notified via their OLVCS email regarding exposure and updates on school closures.
- COVID-19 Health and Safety Policy will be available for parents to review on School Admin and on the Our Lady of Victory Preschool website
- Updates will be provided as applicable in the Director's Weekly Wrap Up
- An open Parent Advisory Meeting will be held via Zoom in July to discuss Health and Safety protocols with OLV Preschool families.
- The following updates will be provided to parents in an updated version of the Parent Handbook.
 1. Sick policy
 2. Remote learning
 3. Social Distancing
 4. Home prevention methodology
 5. Use of face coverings
- Updates in health and safety practices will be shared via the Our Lady of Victory Preschool website, social media, and HiMama.
- Families will be asked to sign an acknowledgement that they have read, understand, and agree to adhere to the updated Health and Safety Plan.

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring children and staff for symptoms and history of exposure	<ul style="list-style-type: none"> • Students and staff will have their temperature checked daily • Students and staff will complete a health questionnaire daily • Temperature checks throughout the day as needed 	Dr. Dawn Lorenz, Director	No Touch Thermometer Laminated copies of health screening for parents and staff	Y
* Isolating or quarantining children, staff, or visitors if they become sick or demonstrate a history of exposure	<ul style="list-style-type: none"> • If a student becomes ill during the school day they will be quarantined in the Health Room until parents arrive. • Parents will be asked to pick up any student who becomes ill within 30 minutes. • Staff who become ill during the school day will be asked to leave 	Dr. Lorenz, Director		N
* Returning isolated or quarantined staff, children, or visitors to the facility	<ul style="list-style-type: none"> • Return to school will follow outlined protocol that address the following strategies: symptom based, test based, and time based. • If a student or a staff member shows symptoms of COVID-19, they must have a signed 	Dr. Lorenz, Director		Y

	physician's note to return to school.			
* Notifying staff and families of suspected or confirmed cases of COVID-19	<ul style="list-style-type: none"> • Communication will go to families via HiMama and email from Director with attached documentation from CDC • Facility will close for a period of 48 hours after a confirmed case of COVID-19. 	Dr. Dawn Lorenz, Director		N
*Reporting to DOH and Certification	<ul style="list-style-type: none"> • Positive cases of COVID-19 will be reported to both DOH and DHS • Information reported: Name of facility, address of facility and county, number of cases, and if positive case is staff, child, or family member 	Dr. Dawn Lorenz, Director		N
Notifying staff and families of facility closures	<ul style="list-style-type: none"> • Closures will be posted on our School's social media page, emailed to families, and listed on local news sources 	Dr. Dawn Lorenz, Director		N

Other Considerations for Students and Staff

Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you determine which staff are willing/able to return? How will you accommodate staff who are unable or uncomfortable to return?

- How will you determine which children are willing/able to return? How will you accommodate children who are unable or uncomfortable to return?
- What special protocols will you implement to protect children and staff at higher risk for severe illness?
- How will you address staff who are ill, or who have family members who have become ill?
- How will you ensure enough substitute staff are prepared in the event of staff illness? Have you considered applying for a Provisional Hire Waiver?

Summary of Responses to Key Questions:

Protecting High Risk Students and Staff

- Staff who are categorized as vulnerable or high-risk have been given the opportunity not to return to work or, where possible, to modify their work environment to minimize direct contact with children and families.
- Families who have a child with underlying health concern will be asked to contact their physician for the best practice for allowing their child to attend school.
- All staff and students with underlying health concerns must complete an action plan that is signed by a physician before attending work/school.

Strategic Development of Staff

- Professional Development opportunities will be distributed to staff throughout the summer on the following topics. These opportunities will take the place of traditional fall Inservice.
 - Addressing COVID-19 Health and Safety practices in ECE
 - Social Emotional Needs of returning students returning after school shut down
 - Trauma Informed instruction with ECE
 - PD on Remote instruction
- Regular staff zoom meetings will be held throughout July and August to review new policy and procedures
- New policies and procedures will be added to staff folders and disseminated at the beginning of the school year.
 - Links to electronic versions of trainings and training material will be made available to staff via Google Classroom.

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
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<p>* Protecting children and staff at higher risk for severe illness</p>	<ul style="list-style-type: none"> • Children and staff at high risk will be given the opportunity to modify duties as feasible • Children and staff will be asked to work with their physician to create an Action Plan for additional accommodations 	<p>Dr. Dawn Lorenz, Director</p>		<p>N</p>
<p>Unique safety protocols for children with complex needs or other vulnerable individuals</p>	<ul style="list-style-type: none"> • All staff will be given smocks or aprons that can be laundered at the facility daily to mitigate spread of germs from school to home • Children and staff will be asked to wear non-skid slippers inside the classroom to mitigate transfer of debris/germs from outside into the classroom • At risk staff will be given the option to wear a mask AND a face shield 	<p>Dr. Dawn Lorenz, Director</p>	<p>Smocks and aprons for teachers Washer and Dryer for facility</p>	<p>Y</p>
<p>Strategic deployment of staff</p>	<ul style="list-style-type: none"> • Fall Inservice will take place remotely for teachers and staff via Google Classroom • Staff will be offered professional development on Addressing COVID-19 Health and Safety practices in ECE Social Emotional Needs of returning students returning after school shut down, Trauma Informed instruction with ECE, and Remote instruction 	<p>Dr. Dawn Lorenz, Director</p>	<p>Google Classroom</p>	<p>Y</p>

Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Start Date	Completion Date
Remote Instruction in Early Childhood Education	OLV Preschool Faculty	Dr. Dawn Lorenz, Director	Online	8/18/2020	8/18/2020
Health and Safety Plan Training	OLV Preschool Faculty	Dr. Dawn Lorenz, Director	Online	7/15/2020	8/18/2020
Focus on Trauma-Informed Practices	OLV Preschool Faculty	School Mental Health Summer Series: Dana Milakovic, Jason Pederson, Dr. Perri Rosen, Michael Vuckovich, Justin Zahorchak and Kelly Perales	Online	6/23/2020	Will remain on website

Topic	Audience	Lead Person and Position	Session Format	Start Date	Completion Date
Focus on School-Wide Mental Health	OLV Preschool Faculty	School Mental Health Summer Series: Dana Milakovic, Jason Pederson, Dr. Perri Rosen, Michael Vuckovich, Justin Zahorchak and Kelly Perales	Online	7/30/2020	Will remain on website
Focus on Social-Emotional Learning	OLV Preschool Faculty	School Mental Health Summer Series: Dana Milakovic, Jason Pederson, Dr. Perri Rosen, Michael Vuckovich, Justin Zahorchak and Kelly Perales	Online	8/20/2020	Will remain on website

Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Back to School Safety Protocols	Parents	Dr. Dawn Lorenz, Director & Terry Stec/Coordinator	Online	8/10/2020	Will remain on website
Student Return to School Training	Students	Dr. Dawn Lorenz, Director	In Person	8/25/2020	Ongoing

Health and Safety Plan Summary: **Our Lady of Victory Preschool**

Anticipated Launch Date: August 25, 2020

Our Lady of Victory Preschool will follow outlined regulations provided by the Department of Human Services. Please see attached documentation for full details.

Face Masks

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none">* Use of face coverings (masks or face shields) by all staff and visitors* Use of face coverings (masks or face shields) by older children (as appropriate)	<ul style="list-style-type: none">* Staff will use cloth face coverings throughout programming as feasible and whenever social distancing measures are not possible.* Cloth masks will be purchased for staff to use while onsite.* Cloth face coverings will not be required for students, except when entering the building for drop off. However, if a parent requests that a child wear a face mask, the staff will encourage the child to wear his/her mask.* Cloth face coverings for children ages 2 years and up will be required when required by governing regulations.* Masks will not be worn for active play or mealtimes.

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none">* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<ul style="list-style-type: none">• On a weekly basis Our Lady of Victory Preschool will use a Halosil disinfecting fogging machine when students are not present. These machines are used by hospitals and educational institutions worldwide. They are nontoxic and use hydrogen peroxide to kill 99.9 % of

Requirement(s)	Strategies, Policies and Procedures
	<p>known viruses and bacteria to include COVID-19 and Influenza. It can disinfect the entire school in 2 hours.</p> <ul style="list-style-type: none"> • Staff will continue to follow cleaning schedule outlined in <i>Caring for Our Children: National Health and Safety Performance Standards</i> • Materials that cannot be readily disinfected will not be placed into rotation. • Additional cleaning and disinfecting will take place as follows: <ul style="list-style-type: none"> • Classrooms, Offices: at the end of each day • Appliances: at the end of each day • Electronic Equipment: at the end of each day, and/or between use • General Used Objects: at least 4 times daily • Common Areas: At the end of each use/day; between groups • We have developed a daily schedule for cleaning and disinfecting our school and classrooms. All cleaning will be done to meet DHS regulations and current CDC guidelines. • Masters Cleaning and More will continue to contract with Our Lady of Victory Preschool to clean and disinfect each evening after the school is closed. • Staff members will clean and disinfect frequently touched surfaces multiple times throughout the day. • Toys that cannot be sanitized will not be used at this time. • The playground will be cleaned following each use and additionally as necessary. • Air circulation and ventilation will be monitored daily by OLV Maintenance. • Classes will utilize outdoor spaces as weather permits.

Requirement(s)	Strategies, Policies and Procedures

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p>	<p><i>Social Distancing</i></p> <ul style="list-style-type: none"> • When possible, we will limit the mixing of classes. Playground and use of multipurpose spaces will be staggered. • Students will attend their assigned classroom with assigned staff each day they attend school. • Students who attend Extended School Program will remain with their age group. • Volunteers will be limited, and fieldtrips will be considered on a case-by-case basis. Virtual field trips will be advisable • When possible, students will fill every other seat at the snack table. <p><i>Snack time/Lunch time</i></p> <ul style="list-style-type: none"> • All tables will be cleaned before/after snack time and lunch time. • All staff members will wash their hands and wear gloves before handing out food. • All students will wash their hands before/after snack/lunch. • All meals and snacks take place in the classroom. • Children who stay for lunch are required to bring their own peanut-free boxed lunch.

Requirement(s)	Strategies, Policies and Procedures
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<ul style="list-style-type: none"> • Teachers will serve snacks; students will not be permitted to serve themselves. • When possible, students will fill every other seat at the snack table <p><i>Shared Playground & Multi-purpose Spaces (Library, Messy Room, Kitchen)</i></p> <ul style="list-style-type: none"> • When possible, playground and multi-purpose spaces times will be staggered to limit the mixing of classes. • Multi-purpose spaces will be cleaned following each use and additionally as necessary. • Staff will document cleaning times accordingly upon each usage • Multipurpose areas will be used on a staggered basis with extra time between class usage to allow for disinfecting. • Playground use will be staggered between age groups and disinfected between uses. • Students enrolled in Extended School Programming will remain with the same teacher and age grouping in during ESP. • Students will remain with their age grouping and the same teacher throughout the day. • Dismissal and drop off will be staggered between age groupings. • Group size will be capped per DHS standards for student; teacher ratio, and classroom size. <p><i>Staggering Hallway Use: Parent Drop Off and Pick Up</i></p>

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Parent drop off and pick up times will be staggered and happen at predetermined intervals only. • At parent drop off will occur at the parent entrance. Families will remain in their vehicles and pull through the parent drop of lane. A staff member will come to each car for a health and temperature check. • Families will be asked that when possible, the same parent or designated person should drop off and pick up the child every day. If possible, individuals with serious underlying medical conditions should not pick up children because they are more at risk. • At parent pick up times staff will bring children out to their parent's vehicle directly. • Parents will be discouraged from entering the school building. Parents that request access to the school building will be required to complete a health screening and temperature check. <p><i>Hand Hygiene</i></p> <ul style="list-style-type: none"> • Hand washing with soap and water is preferred practice. If soap and water are not available, a 60% alcohol-based hand sanitizer will be used. • Hands will be washed if they are visibly dirty. • Signage on proper handwashing techniques will be posted at each sink. • The use of hand sanitizer will be supervised. • Hand sanitizer stations will be installed outside each classroom and at both entryways to Our Lady of Victory Preschool.

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Handwashing/Use of hand sanitizer will occur – before entering school; before/after eating; after playing on the playground, and after toileting. <p><i>Prevention and Education</i></p> <ul style="list-style-type: none"> • Printable resources available from CDC, the Early Childhood Learning Center, DHS, and the National Association for the Education of Young Children will be posted throughout the building to help promote best practices in prevention of COVID-19. • Additional information on prevention will be made available on the Our Lady of Victory Preschool webpage, social media pages, and in the Director’s, Weekly Wrap Up newsletter to parents. • Prior to the start of school, a series of videos will be made and disseminated to families that show school expectations and preventative efforts. • Information on prevention of COVID-19 and at home resources from the CDC and the PA Department of Health will be shared with families via the Our Lady of Victory Preschool website. • Staff will use the signage provided to indicate the need for a room to be sanitized and/or disinfected. • Signage will be posted throughout the building to on how to stop the spread of COVID-19, such as properly washing hands, promote everyday protective measures, and properly wear a face covering. Information on prevention of COVID-19. • Signage indicating closure/capacity limits will be placed on multipurpose room doors. All meetings are required to

Requirement(s)	Strategies, Policies and Procedures
	<p>use Zoom as a virtual option even for employees in the office or school.</p> <ul style="list-style-type: none"> • Multipurpose Room–These spaces could be closed for use at different times throughout the day for cleaning/disinfecting and occupancy. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves. • Resource Room – There will be limited access to the copy room. Signage indicating restrictions will be posted <p><i>Field Trips and Visitors</i></p> <ul style="list-style-type: none"> • All field trips and visitors will be scheduled virtually until further notice. • Large group activities will be postponed until a later date. • Virtual field trips will be encouraged over traditional field trips. • All visitors will complete a Visitor Self-Screening form and a temperature check prior to entering the building • Disposable masks will be made available to visitors. • All visitors will wear a mask while in the building. <p><i>Sharing of Materials</i></p> <ul style="list-style-type: none"> • Students will be asked to bring an extra set of clothes to school that can be kept at school in a Ziploc bag. This should include pants, shirt, underwear, socks, and a lightweight sweater/sweatshirt. • Water bottles are discouraged. Paper cups will be used for drinks throughout the day.

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Items from home are highly discouraged. No backpacks, bags, or toys should be sent to school at this time. • All belongings should be labeled and will be kept separate in each child's cubby. • Parents will be asked to provide individual, labeled supplies for their child to use at school. These include, but are not limited to, box of crayons, glue sticks, watercolors, playdoh, and markers. Supplies will be kept in each student's individual bin to prevent sharing of supplies. • Students will be asked to have a pair of non-skid slippers to wear when in the classroom only. Children will remove outdoor shoes prior to entering the classroom.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p><i>Monitoring Students and Staff for Symptoms</i></p> <ul style="list-style-type: none"> • The main entrance to the preschool will be used for health screenings and temperature checks. Health checks will be conducted outdoors, weather permitting. Each family will be checked individually for privacy. • At drop off families will be asked the following questions: <ul style="list-style-type: none"> • Has your child had a fever of 100.0 or higher in the last 24 hours? • Has your child had Tylenol or Ibuprofen in the last 24 hours? • Has your child had shortness of breath or difficulty breathing in the last 24 hours?

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Has your child had a cough in the last 24 hours? • Has your child had any symptoms of any illness (fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, congestion or runny nose, nausea or vomiting, diarrhea) in the last 24 hours? • Has your child close contact with a person who is lab-confirmed to have COVID-19? • Have you visited an area identified as at risk by governing officials and asked to self-quarantine within the last 14 days? • Staff will make a visual inspection of the child for signs of illness including flushed cheeks, rapid breathing, fatigue, or extreme fussiness. • Persons who have a fever of 100.0 degrees Fahrenheit or above, or answer yes to any of the above questions will not be admitted to the facility per Department of Human Services regulations. . • The health of students and staff will be monitored throughout the day. Temperature checks will be used when a student or staff member's health is in question. • Our Lady of Victory Preschool will send home a student or staff member who shows any of the following symptoms. <ul style="list-style-type: none"> • A fever \geq 100.0 F • Any present cough • Shortness of breath or respiratory distress (without physical activity)

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • All other health concerns listed in our health policy including, but not limited to, vomiting, diarrhea, earache, rash, sore throat, head lice, eye discharge or red eye. • If a student or staff member has a fever, they must be fever free for 24 hours, without medication, before returning to school. • If a student or a staff member shows symptoms of COVID-19, they must have a signed physician's note to return to school. <p><i>Isolating students, staff, or visitors if they become sick</i></p> <p><i>Phase 1 – Possible Exposure:</i> If a possible exposure to COVID-19 is confirmed in a student or a staff member:</p> <ul style="list-style-type: none"> • Student or staff member will be placed in an isolation room away from others in school. All belongings to that person will be gathered and bagged. • Student or staff member will be required to leave school and not return until confirmation of a negative test is received. • All areas used by the person who is sick will be closed off for 24 hours. • Outside doors and windows will be opened as applicable to increase air circulation in the areas. • All areas used by the person who is sick, such as: classrooms, offices, bathrooms, and common areas will be cleaned and disinfected. • DHS and DOH will be contacted to report the possible exposure.

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Director shall inform parents of enrolled children when there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of DOH. • We will stay in contact with them based upon the results of the test. • If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary beyond routine cleaning and disinfecting. <p><i>Phase 2 – Confirmed Case of COVID-19.</i> If a confirmed case of COVID-19 is discovered in a student or staff member:</p> <ul style="list-style-type: none"> • The school would implement a short-term closure procedure regardless of community spread if an infected person has been in the school building. • Upon learning of a COVID-19 case in someone who has been in school, we will immediately notify local health officials. These officials will help administrators determine a course of action for our school. • Students and most staff would be dismissed for 2-5 days. This initial short-term closure allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the center. This will allow our school, with the help of local officials, to determine the appropriate next steps, including whether an extended closure is needed to stop or slow further spread of COVID-19. • We will close off areas used by the individuals with COVID-19 and wait 24 hours before beginning

Requirement(s)	Strategies, Policies and Procedures
	<p>cleaning and disinfection to minimize potential for exposure to respiratory droplets. Outside doors and windows will be opened as applicable to increase air circulation in the areas.</p> <ul style="list-style-type: none"> • Designated staff will clean and disinfect all areas used by the ill person(s), focusing especially on frequently touched surfaces. • Administrators will seek guidance from local health officials to determine when students and staff should return to school and what additional steps are needed. <p>In addition, staff and parents who are well, but are taking care of or sharing a home with someone with a case of COVID-19, should follow instructions from local health officials to determine when to return to school.</p> <p><i>Return to School Protocol</i></p> <ul style="list-style-type: none"> • Symptom-Based Strategy: Individuals with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions: <ul style="list-style-type: none"> • At least 3 days (72 hours) have passed <i>since recovery</i> defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, • At least 10 days have passed <i>since symptoms first appeared.</i> • Test-Based Strategy: Individuals who have COVID-19 who have symptoms and were directed to care for

Requirement(s)	Strategies, Policies and Procedures
	<p>themselves at home may discontinue isolation under the following conditions:</p> <ul style="list-style-type: none"> • Resolution of fever without the use of fever-reducing medications and • Improvement in respiratory symptoms (e.g., cough, shortness of breath), and • Negative COVID-19 test results from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens) <ul style="list-style-type: none"> • Time-Based Strategy: Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions: <ul style="list-style-type: none"> • At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based or test-based strategy should be used. • Confirmed Test-Based Strategy: Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions: Negative COVID-19 results from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens). <ul style="list-style-type: none"> • The symptom-based, time-based, and test-based strategies may result in different

Requirement(s)	Strategies, Policies and Procedures
	<p>timeframes for discontinuation of isolation post-recovery. Any individual who becomes ill should contact their medical provider for advice or testing. For any individual who has been exposed to COVID-19 as described above, or who tests positive for COVID-19, follow the information outlined above.</p> <p><i>Communication</i></p> <ul style="list-style-type: none"> • HiMama will continue to be used for electronic communication with families regarding information related to exposure and school closure. • Staff will be notified via their OLVCS email regarding exposure and updates on school closures. • COVID-19 Health and Safety Policy will be available for parents to review on School Admin and on the Our Lady of Victory Preschool website • Updates will be provided as applicable in the Director’s Weekly Wrap Up • An open Parent Advisory Meeting will be held via Zoom in July to discuss Health and Safety protocols with OLV Preschool families. • The following updates will be provided to parents in an updated version of the Parent Handbook. <ul style="list-style-type: none"> • Sick policy • Remote learning • Social Distancing • Home prevention methodology • Use of face coverings

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Updates in health and safety practices will be shared via the Our Lady of Victory Preschool website, social media, and HiMama. • Families will be asked to sign an acknowledgement that they have read, understand, and agree to adhere to the updated Health and Safety Plan.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p><i>Protecting High Risk Students and Staff</i></p> <ul style="list-style-type: none"> • Staff who are categorized as vulnerable or high-risk have been given the opportunity not to return to work or, where possible, to modify their work environment to minimize direct contact with children and families. • Families who have a child with underlying health concern will be asked to contact their physician for the best practice for allowing their child to attend school. • All staff and students with underlying health concerns must complete an action plan that is signed by a physician before attending work/school. <p><i>Strategic Development of Staff</i></p> <ul style="list-style-type: none"> • Professional Development opportunities will be distributed to staff throughout the summer on the following topics. These opportunities will take the place of traditional fall Inservice. <ul style="list-style-type: none"> • Addressing COVID-19 Health and Safety practices in ECE

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Social Emotional Needs of returning students returning after school shut down • Trauma Informed instruction with ECE • PD on Remote instruction • Regular staff zoom meetings will be held throughout July and August to review new policy and procedures • New policies and procedures will be added to staff folders and disseminated at the beginning of the school year. <ul style="list-style-type: none"> • Links to electronic versions of trainings and training material will be made available to staff via Google Classroom.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Our Lady of Victory Preschool** reviewed and approved the Phased School Reopening Health and Safety Plan on **(July 6, 2020)**.

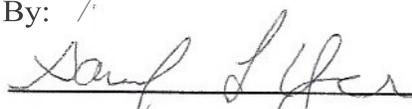
The plan was approved by a vote of:

5 Yes

0 No

Affirmed on: **(July 6, 2020)**

By: /



(Signature* of Board President)

Sarah L Dyer

(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.