

# Kanawha County Schools Community Education Program

## COVID-19 Pandemic Policies and Guidelines Supplement to Family Handbook

The safety and well-being of your children and our staff are of the utmost importance to us. We are implementing the following policies, guidelines, and practices to help reduce the spread of COVID-19 and other illnesses. We believe these are our best preventative actions, in accordance with the CDC, local health officials, local and state school administration, and childcare licensing recommendations or guidelines. They are not a guarantee against the spread of the virus or any other illnesses. These policies and guidelines are subject to change as circumstances related to COVID-19 change.

### **Changes to Business Practices/Operations**

- We have reduced our staff-to-child ratio from 1:16 (the WV DHHR requirement) to 1:12. This will decrease the number of children at each Third Base site to allow for proper social distancing. The COVID-19 pandemic is a fluid event, and as circumstances change or we see we have adequate space, we may adjust those ratios on a site by site basis in the future.
- All KCSCEP staff will be screened for COVID-19 within 14 days before reporting to work for the new school year. They will be required to wear masks/face coverings while on site. They will complete a daily health screening and have their temperatures taken upon arrival. Any staff person who is sick or who has a temperature of 100.4 or higher will be sent home.
- As the children arrive at Third Base, we will do a health screening and take their temperature using a touchless thermometer. If your child has a temperature of 100.4 degrees or higher or exhibits symptoms of illness, he or she will not be admitted to the program. The child will be sent to the school office. They will call you to pick up your child.
- Children will be required to wear masks, unless they have a waiver that exempts them due to a medical condition or disability, or if they are unable to remove a mask without assistance. We encourage children to bring their own masks, but we will have disposable masks (as long as supplies are available) for those children who may come without theirs.
- Parents/guardians or authorized pick up persons will not be admitted in the building. You or your authorized pick up person will be required to wear a mask/face covering when you come to the door to pick up your child. A staff person will bring your child to you at the door and we will sign your child out. Please have your ID available for verification.
- As always, your childcare fees will be due on the first day of each week that your child attends. Please have your payment ready when you come to the door. While for now we will accept all forms of payment, our recommendation is that you enroll in our

Tuition Express ACH payment program for touchless payment. Tuition Express is available at all sites except Nitro and Midland Trail. Otherwise, we suggest paying ahead for several weeks of child care at a time to limit the number of transactions, if possible. When paying with cash, please have exact change or expect any overpayment to be a credit balance on your account. We will not make change. Late fees will apply if payment is not made the first day of attendance.

- The \$10 per family registration fee will be billed to your account upon enrollment and due the first week your child or children attend.
- Should the school where the Third Base site is located be closed due to COVID-19 exposure to allow for cleaning and disinfecting, there will be no Third Base services at that school. Accounts would be credited according to our rate schedule as needed. If your child attends a school that feeds into a Third Base site and your child's school is closed, your child will not be able to attend Third Base until they return to their home school.
- No teen volunteers working for school community service hours or volunteers of any age will be permitted in the program while the pandemic guidelines are in place. Also there will be no field trips and no outside speakers will be invited to the program.
- Should KCS follow the Blended Schedule where students attend in person two days per week, your child may attend Third Base on the days he or she is in school. We will charge a reduced rate on Blended Schedule weeks.

### **Social Distancing & Hygiene Strategies**

Because our Third Base sites differ in number of staff and children, as well as in the size and number of rooms we are able to utilize, social distancing strategies will be implemented to the greatest extent possible to fit each site location. For those children who are returning to Third Base, the program routine will be different than what they were accustomed to following. Please discuss these changes with your children so they know what to expect. Their cooperation in following the guidelines will be critical to their success.

- As children arrive at Third Base and await the daily health screening and temperature check, they will social distance as recommended.
- Children should maintain the recommended social distance from other children and staff to the greatest extent possible. Should they be in closer proximity, they will be reminded to keep their hands to themselves.
- Children will be reminded and encouraged to not touch their faces.
- Children will be seated, distanced apart, two to three to a table for the single-width tables. These tables will all face in the same direction so that children are not face to face. For those sites with full size tables, children will be staggered in seats so that no one is sitting directly across from them and there are seats in between them.
- To the greatest extent possible, children will be placed in groups that will work with the same child care worker each day. These groups will rotate in the various activities of the

program on a timed basis to keep them separate from each other. Examples of these activities include outside play (weather permitting), homework, and centers. Activity plans will be developed to minimize physical contact between children as much as possible. This means some games such as basketball or tag would be prohibited. Staff will be responsible for cleaning and disinfecting the area or shared materials used before rotating to the next activity.

- Prior to the children's arrival, all tables will be cleaned and sanitized by staff. At snack time, children will remain in their seats and the staff will serve the snack. There will be no share table. After snack, the staff will collect trash, as well as clean and disinfect tables. Weather permitting, outside space may be utilized for snack time.
- Hand hygiene – good hand hygiene is also an important tool in reducing the spread of illness. Children will wash their hands with soap and water for 20 seconds under staff supervision. When it is not possible to wash with soap and water, an alcohol-based hand sanitizer (at least 60% alcohol) can be used. Staff will supervise children who use hand sanitizer to prevent ingestion.
- Children will wash hands:
  - Any time they are visibly dirty.
  - Before and after eating.
  - After using the restroom.
  - After outside play.
  - After coughing, sneezing, or blowing their nose. Children and staff will be reminded and encouraged to cough or sneeze into their elbows, or to cover with a tissue which is to be discarded in the trash immediately.
- Water fountains will not be used. Staff will prepare a cooler of ice water for the children, and water will be served in disposable cups. Staff will wear gloves to dispense water for the children and ensure the cup is placed in the trash when the child is finished drinking. Children may not fill their own cups.
- Each site will have a designated location for backpacks and coats. Children's personal items must be kept in their backpacks. At homework time, the children will take their backpacks to access books, homework supplies, etc. needed to complete assignments. After homework, the backpacks will be returned to the designated areas and children should not access their backpacks again until departure, unless they have permission from a staff person. Children should not bring their own personal items, such as toys, games, or art supplies. However, children may bring their own books to read, as long as they do not share the book with other children.
- Each child will be provided a bag with his or her name on it that includes such items as pencils, crayons, art supplies, scissors, glue, etc. These are items that may be needed for homework assignments and may be used during their arts and crafts center time. Staff members will distribute and collect these bags as needed.
- Activities will take place outside as often as possible, when weather permits.

## **Cleaning and Disinfecting**

Staff will be diligent in daily cleaning tasks to further help prevent the spread of COVID-19 and other illnesses. The following cleaning and disinfecting guidelines will be used in addition to hygiene and cleaning items discussed above.

- Staff will ensure that all cleaning supplies are safe and approved for use. They will be stored in a secure area away from children.
- Staff will routinely clean/sanitize/disinfect surfaces and objects that are frequently touched. This may include tables, door knobs or handles, toys, light switches, faucets, etc.
- Staff will ensure adequate ventilation when using cleaning products and position children away from areas being cleaned. Children will not be permitted to assist staff with cleaning and disinfecting.
- Toys and art supplies (ex: Playdough) that cannot be cleaned and sanitized may not be used.
- Staff should not touch their face while cleaning and will wash hands immediately after cleaning.
- Staff will regularly check to make sure adequate supplies of soap, paper towels, and hand sanitizer are available.
- At the end of the day after all the children have been picked up, the staff will clean and disinfect all items used that day before putting them away. A final cleaning of frequently touch items will be completed before the staff leave for the day.

## **Health Screening/Illness Policy**

It is critical that both staff and parents/guardians follow the policies for attendance with regard to illness.

- Both staff and children should stay at home if they have any symptoms of sickness (fever, cough, nausea, vomiting, diarrhea, muscle aches, or generally not feeling well). Children should not be sent to school with these symptoms. Children may only attend Third Base if they attended school that day and did not experience any illness during the school day and do not have a temperature of 100.4 or higher.
- Each site will have a designated area where children who begin running a fever or appear symptomatic during the course of the afternoon can be isolated until the parent/guardian arrives. These children will be under the visual supervision of a staff person. The parent/guardian will be contacted and asked to pick up the child ASAP. After the child is picked up, the isolation area will be cleaned and disinfected following recommended guidelines. All areas and items used by the child that day will also be cleaned and disinfected.
- Parents/guardians of children should notify KCSCEP if they have a positive COVID-19 test. KCSCEP must notify local health authorities of confirmed COVID-19 cases among

children and staff. KCSCEP will maintain the confidentiality of those who test positive when notifying other staff or families of known COVID-19 cases within the center.

- Children and staff who have had close contact with someone who has been diagnosed with or who has symptoms of COVID-19 should stay home and follow the guidelines for home isolation and should not return until the criteria to end isolation are met.
- The following guideline should be reviewed to determine if staff or children should attend. (From the WV Department of Education Re-entry Toolkit)
  - No symptoms – proceed to school/work.
  - Exposure, but no symptoms – stay home for 14 days from time of exposure
  - Diagnosis, no symptoms – stay home for 10 days since first positive COVID-19 test
  - At least 1 symptom (fever, chills, shortness of breath or difficulty breathing, new cough, new loss of taste or smell) – stay home until: 10 days since first symptom, no fever for 3 days without medicine, three days of symptom improvement (including coughing and shortness of breath)

### **Social-Emotional Wellness**

The pandemic and heightened awareness of health and safety issues are stressful for anyone, but children are especially subject to stress, fear, and anxiety. The KCSCEP staff will make all efforts to provide a safe welcoming environment for children.

- Staff will, as always, be patient and kind as they encourage students to follow social distancing and hygiene guidelines, and redirecting them when these are not being followed. Staff will review with the children on a regular basis the techniques for proper hand washing and other hygiene procedures, as well as social distancing practices.
- Children will be given opportunities to share their concerns and feelings and to express them through such things as art and crafts or writing.
- Staff will communicate and lead with empathy and support, setting the example with a positive attitude.

The site director will make parents/guardians aware if children are not following procedures for social distancing and hygiene, such as wearing their mask, if required, or not maintaining social distance from others. Parents/guardians will be encouraged to review these procedures at home and emphasize the importance of the children's compliance with procedures. **If children do not comply with the guidelines, we may advise the parent/guardian that the child may not return to the program.**

**2020-2021 Pandemic Handbook Supplement – Agreement Page**

On behalf of our family, I have received the COVID 19 Pandemic Policies and Guidelines supplement to the KCSCEP handbook, and agree to the policies and procedures as stated. I understand that these policies, procedures, and guidelines are not a guarantee against COVID - 19 exposure, as well as other diseases or viruses. I understand the inherent risk of exposure in the childcare setting. My signature below indicates this understanding and further acknowledges that I will hold KCSCEP Third Base and all of its agents harmless and assume sole responsibility to manage these risks with our personal primary care provider.

Name of child/children: \_\_\_\_\_

KCSCEP Third Base Site: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_