

# Noreen Cook Center for Early Childhood Education

## Guidance for Reopening After COVID-19 Closures

Last updated: February 23, 2021

All Changes Are In Red

# NCCECE Guidance for Reopening

The reopening guidelines for the Noreen Cook Center for Early Childhood Education are intended to ensure the health and safety of the preschool staff, children, and families. Please be aware that these guidelines are fluid and are subject to change depending on the needs of our community and as we receive new or updated guidance from Local, State, and Federal agencies.

Har Zion Temple is actively working with our local health officials in creating a set of best practices to help protect all members of our community, while also providing our children a safe, welcoming, and engaging atmosphere. See [link to the Montgomery County School Exclusion Guide:https://www.montcopa.org/DocumentCenter/View/28942/COVID-19-School-Exclusion-Guide-v7?bidId=](https://www.montcopa.org/DocumentCenter/View/28942/COVID-19-School-Exclusion-Guide-v7?bidId=)

Specific guidelines for reopening procedures are organized into the following categories.

## Table of Contents

<b><i>Overview of Basic Social Distancing Practices</i></b>	<b>3</b>
<b><i>Procedures for Arrival and Dismissal</i></b>	<b>4</b>
<b>Arrival</b>	<b>4</b>
<b>Dismissal</b>	<b>7</b>
<b><i>Masks and Personal Protective Equipment for Staff &amp; Children</i></b>	<b>8</b>
<b><i>Illnesses</i></b>	<b>10</b>
<b>Illness/Stay Home Policy</b>	<b>10</b>
<b>Child Illnesses During the School Day</b>	<b>12</b>
<b>Staff Illnesses During the School Day</b>	<b>13</b>
<b><i>Healthy Hand Hygiene</i></b>	<b>14</b>
<b><i>General Hygiene Practices</i></b>	<b>15</b>
<b><i>Educational Spaces</i></b>	<b>16</b>
<b>Classrooms</b>	<b>16</b>
<b>Materials</b>	<b>17</b>
<b>Meals</b>	<b>17</b>
<b>Specialist Visitors</b>	<b>18</b>
<b><i>Cleaning and Disinfecting Procedures for Classrooms, Outdoor Spaces, and Other Facility Locations</i></b>	<b>19</b>
	<b>2</b>

## **Overview of Basic Social Distancing Practices**

Our school will follow the practices below regarding Social Distancing:

- We will encourage social distancing of 6 feet apart from children and staff.
- Physical distancing of desks and tables to be spaced 6 feet apart will be implemented as much as possible.
- As much as possible classes will consist of the same group of children and staff each day. Class sizes will be limited. If a teacher becomes ill or is otherwise unable to work with a specific class on a given day, we will assign a different staff member, trained in all of our policies and procedures, to assist in that class. In all situations, we will make every reasonable effort to avoid staff members moving among different groups of children.
- As much as possible, children will be using outdoor spaces for learning as well as for playing.
- For the foreseeable future, our school will not hold any in-person school-wide or multiple-class special events such as holiday celebrations, performances, and activities. We will have virtual options for our children to participate as a school community in Shabbat and Havdalah. We will consider other special weekly activities such as music and creative movement.

## Procedures for Arrival and Dismissal

Preschool staff will utilize the following procedures each day for the arrival and dismissal of children.

- There will be three separate arrival/dismissal locations, one for each specific age group. Each family will be assigned a drop off/dismissal location and time that will remain their designated location and time each day, unless otherwise determined. Designated arrival/dismissal locations include:
  - The Upstairs school entrance for Gan
  - The Downstairs school entrance for Garinim and Prachim
  - The Glassner Entrance for Shorashim
- If feasible, we recommend that the same parent or designated caregiver drop off and pick up their child(ren) every day. We recommend that older individuals (e.g., grandparents) or those with serious underlying medical conditions not drop off or pick up children, as they are at higher risk for severe illness from COVID-19.
- Although we strive to have an “open door policy” for our families, in our effort to protect the school environment, for the foreseeable future, **a child’s parents or caregivers will NOT be permitted to enter the school wing, absent extraordinary circumstances to be determined by the school Director or her designee.**

### Arrival

1. Upon arriving at the NCCECE, parents/caregivers will wait in a carpool line by the school entrance until it is their child(ren)’s turn to be screened. The Pandemic Coordinator will screen each child following the procedures outlined below while the child remains in the car.
2. The Pandemic Coordinator stationed at the arrival location will have washed her hands prior to arriving, and will wear a face mask, and glasses for the entire time that she is stationed there.
3. Everyone in the car must already be wearing a face mask before the Pandemic Coordinator will approach the car.

4. Upon greeting the child(ren) at the car window, the Pandemic Coordinator will make sure that the parent/caregiver has completed the daily online pre-arrival questionnaire found on our Remini website.
  - a. if not, completion will be required at that time. The questions to be answered are:
    - Has your child had a fever (temperature greater than 100F) now or in the last 24 hours?
    - Have you given your child fever reducing medicine in the last 24 hours?
    - Has your child shown any signs of respiratory illness such as cough, shortness of breath, difficulty breathing or new loss of taste or smell?
    - Has your child shown any combination of 2 or more signs of chills, fatigue, muscle pain, sore throat, congestion, headache, nausea, vomiting or diarrhea?
    - Has anyone in your household had respiratory illness such as cough, shortness of breath, difficulty breathing, or new loss of taste or smell?
    - Has anyone in your household shown any combination of 2 or more signs of chills, fatigue, muscle pain, sore throat, congestion, headache, nausea, vomiting or diarrhea?
    - Has your child been near someone with a confirmed case of COVID-19 in the past 10 days?
    - Have you or your child traveled in the past 10 days to any other state or country for more than 24 hours?
    - Has your child been in contact with anyone who is in the process of being tested for COVID-19 due to symptoms or has had a known exposure to COVID-19?

If a parent/caregiver indicates “**yes**” to **any** of the above questions, the child(ren) will not be permitted to enter the school building **until a conversation is had with the Pandemic Coordinator**. Return to school will follow the guidelines outlined in the section entitled *Illnesses*.

5. If the child(ren)’s parent/caregiver answers “**no**” to all of the above questions, the Pandemic Coordinator will visually check the child(ren) for signs of illness, including flushed cheeks, rapid/labored breathing (without recent physical activity), fatigue, and/or extreme fussiness. If the Pandemic Coordinator observes any of the above signs of illness in the child or a sibling, then they will not be permitted to enter the school building.

6. If the Pandemic Coordinator does not observe any signs of illness the child's temperature will be taken using a non-contact temporal thermometer.
  - a. If the school's temperature screening indicates that the child has a fever (100°F [37.78°C] or higher), the temperature will be double-checked for accuracy. (To avoid the risk of an inaccurate, artificially high temperature reading, we recommend that children travel to school in an air-conditioned vehicle on warm days.)
  - b. If the second temperature screening indicates that the child has a fever (100°F [37.78°C] or higher), then the child will not be permitted to enter the school. Return to school will follow the guidelines outlined in the section entitled *Illnesses*.
7. If the school's temperature screening indicates that a child's sibling (who is enrolled in the Preschool ) has a fever, the child without a fever also will not be permitted to attend school until the sibling has been cleared to return to school and other guidelines have been followed per the section entitled *Illnesses*.
8. After the child(ren) have been screened, according to the procedures set forth above, a staff member will take them out of the car, sign them in through our Remini website and escort them into their classroom. The Shorashim parents should drive to the Glassner Entrance where a staff member will take the child(ren) out of their car, sign the child(ren) in through our Remini website and escort them to their classroom.
9. Because there will not be time for parents/caregivers to share important information about their child with the child's teacher at drop-off, we urge parents/caregivers to contact their child's teacher via email (or to contact the Director), if there is information that the child's teacher should know for the day.
10. Hand hygiene stations will be provided at each arrival location for children to use to sanitize their hands before entering the building. A staff member will assist in this process to ensure that the child(ren) sanitize their hands appropriately.
11. After a child has been signed in and escorted to their respective classroom by a teacher from their class, another of their cohort teachers will assist the child in washing their hands.
12. If you know that you will not be able to arrive during your designated arrival time period, please text or call 484-424-9349 so we can make arrangements to meet you outside the school Entrance. Please understand if you must wait a few minutes until someone can come to assist.

13. If your child has an appointment and is dismissed early, the child will not be permitted to return to school that day.

### **Dismissal**

1. There will be a teacher for each class, who will implement dismissal procedures for all the children in that class.
2. The teacher will sanitize her hands prior to beginning dismissal procedures.
3. The cohort teachers will supervise dismissal by waiting with the group and escorting students to their parents/caregiver in their cars.
4. Parents/caregivers will wait in their vehicles, in a carpool line by their designated departure location until their child's teacher brings the child to the vehicle.
5. Everyone in the car must already be wearing a face mask before the Pandemic Coordinator will approach the car.
6. When the teacher brings their child out to the vehicle, parents/caregivers are responsible for getting their child(ren) into the car and buckling them in their car seat(s). Parents/caregivers must wear masks when they get out of their vehicles.
7. The teacher will use an alcohol-based hand sanitizer between escorting each child to their vehicle.

## **Masks and Personal Protective Equipment for Staff & Children**

- All NCCECE staff will cover their mouth and nose with a face mask or cloth face covering (minimum of two-layers of fabric).
- NCCECE staff will be trained on how to properly wear and dispose of personal protective equipment, including masks, face shields, gloves, and gowns.
- We will NOT put a face mask or cloth face covering on children under two years old because of the danger of suffocation.
- Children 2 years old and older must wear a parent-provided face mask or cloth face covering which must be a minimum of 2 layers and must cover the nose and mouth without any air gaps.
  - If a child is fidgeting with the face mask/covering, we will have the child wash his/her hands and encourage them to keep their mask on.
  - If they cannot, we will not force them. We will notify you and ask you to reinforce and model it at home.
- We will make every attempt to have your child wear their mask for the safety of other children and staff. We expect this may be challenging, but believe that it will get easier as time goes on with proper reinforcement.
- Parents are asked to send with their child each day 3-5 masks or cloth face coverings. If a mask or cloth face covering becomes soiled or wet, we will have the child change into the clean, dry back-up.
- Worn masks or cloth face coverings should be brought home each day and if non-disposable, washed prior to returning them to school the next day. Disposable masks should be discarded each day.
- The school has procured disposable child size face masks in an instance where all of a child's parent provided face masks / cloth face coverings become soiled and are unable to be worn in a given day.



It is understandable that children may be afraid of face masks or cloth face coverings at first. To support our children's emotional health and comfort, parents' ideas to help masks or face coverings seem less scary to their children can be found at <https://healthychildren.org/> such as:

- Putting a face mask or cloth face covering on the child's favorite stuffed animal;
- Showing pictures of other children wearing face masks or cloth face coverings;
- Drawing a face mask or cloth face covering on the child's favorite book character;
- **For children under 2**, explaining that we are all wearing masks to keep each other healthy; and
- **For children over 2**, explaining that germs are special to your own body. Some germs are good and some are bad. The bad ones can make you sick. Because we can't always tell which are good or bad, the cloth face coverings help make sure we keep bad germs away from our bodies.

Our school staff will also:

- Provide a story book "social story" explaining with pictures what a day at school will look like that will include a virtual tour of the classrooms and pictures of our staff wearing masks.

## Illnesses

### Illness/Stay Home Policy

- Any individual (child or staff member) who has a fever of 100°F (37.78°C) or above, or who demonstrates other signs of illness, will not be admitted into the building. We ask that parents partner with us to be on alert at home for signs of illness in their child, or anyone else in their household, and to report that information to the Pandemic Coordinator, so that we can appropriately assess the situation and determine how best to keep all of our children, families and staff members safe and healthy. **Children and staff with signs of illness should not attend school.**
- Any siblings of the child who is exhibiting a fever of 100°F (37.78°C) or above, or who demonstrates other signs of illness, prior to coming to school or in the carpool line also will not be admitted into the building.
- School will communicate with parents/caregivers the need to keep children home when they are sick. Parents/caregivers may not send a child to school medicated for the purposes of keeping a fever down.
- School will communicate with parents/caregivers the need to keep siblings of sick children at home until the child who is sick is well again
- School will communicate with staff the need to stay home when they are sick. Staff are strongly encouraged to stay in touch with the School Director if and when they begin to feel sick or exhibit symptoms of fever, cough, and/or shortness of breath.
- For children who have underlying health conditions, staff will talk with their parents about concerns or challenges the child may experience upon returning to school.
- Any child, staff member, or service provider who is or has experienced **one** of the following symptoms:cough, shortness of breath, difficulty breathing or new loss of taste or smell; **OR two** of the following symptoms (including those above): fever (or being treated with Ibuprofen (Advil) or acetaminophen (Tylenol), chills, fatigue, myalgia (muscle pain), headache, sore throat, congestion, nausea, vomiting or diarrhea must meet the following criteria before returning to school:
  - A signed note by the treating medical clinician with a diagnosis other than COVID-19 indicating that the person is cleared to return to school; **OR**
  - No fever or other respiratory or gastrointestinal symptoms for at least 24 hours; **AND**
  - At least 10 days must pass since symptoms first appeared.

- If a person's symptoms do not meet the above criteria, they can return to school once they have been symptom free (e.g., no fever without the use of fever reducing medication) for at least 24 hours.
- If a student has any one of the following symptoms, testing for COVID-19 may be warranted: cough, shortness of breath, difficulty breathing or new loss of taste or smell. If a student has any two of the following symptoms testing for COVID-19 may be warranted: fever (or being treated with Ibuprofen (Advil) or acetaminophen (Tylenol), chills, fatigue, myalgia (muscle pain), headache, sore throat, congestion, nausea, vomiting, diarrhea. The child's pediatrician should be contacted to determine whether COVID-19 testing should be part of a child's diagnostic process.
- Any child, staff member, or service provider who is diagnosed with COVID-19 must tell the school staff. School staff will maintain confidentiality of the child or staff member except as required by local, state, and/or federal reporting requirements.
  - The school will report the case to the Department of Human Services Certification Representative and to the Montgomery County Office of Public Health (610-278-5117).
  - The classroom of any child who becomes ill during the school day will be emptied, disinfected after 24 hours have passed, and not used until then. The children and staff will be relocated, if possible, to a room in the building, remaining separated from the other classrooms. It is possible that classrooms, which have a child placed in isolation, may be closed for up to one full school day if a separate space cannot be accommodated.
  - All children and staff in the same classroom or who have come in close contact with (defined as greater than 15 minutes of interaction less than 6 feet away) a COVID-19 infected individual should quarantine at home for 10 days from the time last contact occurred.
  - The school will anonymously report the case to the parents of the children and staff in the classroom of the affected child or staff member, as well as to the parents of the children and staff in the classroom of a sibling of the affected child or staff member.
  - If any student or household member of student, staff or household member of staff, or service provider or household member of service provider has a confirmed diagnosis of COVID-19 it is required that the student, staff, or service provider stay home and self quarantine. The child, staff, or service provider may not return to school and should self-quarantine for 14 days AFTER the person in the household is released from isolation or 14 days from the last interaction with the confirmed COVID-19 infected household member who is under isolation.

- If any student or household member of the student, staff or household member of the staff, or service provider or household member of the service provider is in the process of being tested for COVID-19 due to symptoms or known exposure, that student, staff member or service provider must remain at home until a negative test result is obtained. (A PCR COVID-19 test is recommended.) If the test result is positive, please see above.
- If any student or household member of the student, staff or household member of the staff, or service provider or household member of the service provider has been tested for COVID-19 due to symptoms or known exposure, please report the results as soon as you receive them to the School Staff so that we can determine the steps that need to be taken.
- Any siblings of the child who is being quarantined should also be quarantined from their class for at least as long as the child in the original class.
- The current school policy is that all travelers returning to Pennsylvania after more than 24 hours out of state (<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>) must quarantine for 10 days before returning to school. Alternatively, travelers may take a COVID-19 test 3-5 days after returning to the Commonwealth. A negative test will allow an immediate return to school. If symptoms of Covid-19 occur during this time period, students, staff, and service providers must follow the guidelines outlined above for return to school.

### **Child Illnesses During the School Day**

- Any child who begins to exhibit symptoms of illness during the school day will be brought to an isolation space and the parent/caregiver will be called. The parent/caregiver must pick up the child as soon as possible.
- The isolation space will be an office or classroom space separated from the other students and staff in the building. The child will be supervised by the Pandemic Coordinator and/or a designee throughout their time in the isolation space.
  - The Pandemic Coordinator will wear an N95 or KN95 mask, a face shield, a paper gown and gloves.
  - Any child over age 2 will wear a mask in the isolation space.
  - The Pandemic Coordinator and/or a designee is required to maintain 6 feet or more from the student to the greatest extent possible.

- The isolation space will be separated by dividers to accommodate more than one student being required to be isolated at any given time.
- Any siblings of the child who is exhibiting symptoms should also be isolated from their classrooms and must be picked up by the parent/caregiver.

### **Staff Illnesses During the School Day**

- Any staff member who begins to exhibit symptoms during the school day will go home.
- In the event of staff absences, the school will ensure that the appropriate number of staff will be available in each classroom to sustain state-mandated staff-to-child ratios, while maintaining isolation among the classrooms in the building.

### **See link to the Montgomery County School Exclusion Guide**

<https://www.montcopa.org/DocumentCenter/View/28942/COVID-19-School-Exclusion-Guide-v7?bidId=>

## Healthy Hand Hygiene

We have always prioritized proper hand washing, and our hygiene practices generally remain the same as they did before the appearance of COVID-19. These practices are detailed below:

1. Staff will wash their hands or use an alcohol-based hand sanitizer (if a sink is not readily available) at the following times:
  - Arrival;
  - After breaks;
  - Before and after preparing food and drinks;
  - Before and after eating or handling food, or feeding children;
  - Before and after administering medication or medical ointment;
  - Before and after diapering;
  - Before and after using the bathroom or helping a child use the bathroom;
  - After handling animals or cleaning up animal waste;
  - After playing outdoors or in sand from the outdoors;
  - After handling garbage;
  - After coming in contact with any bodily fluids (from themselves or a child);  
and
  - After helping a child wash his or her hands.
  
2. Children will wash their hands or use an alcohol-based hand sanitizer (if a sink is not available) at the following times:
  - Immediately upon arriving at school;
  - Before and after eating or handling food;
  - Before and after using the bathroom;
  - Before and after naptime;
  - After coming in contact with bodily fluids;
  - After handling animals; and
  - After playing outdoors or in sand from the outdoors.

## **General Hygiene Practices**

As a school we will implement and educate our children about good hygiene practices that they should use in school and at home.

- Staff will teach and regularly reinforce practices for properly covering coughs and sneezes.
- Posters will be displayed throughout the building to help teach and remind children how to properly cover coughs and sneezes.
- To the extent feasible, staff will change a child's clothes if spit-up or other secretions are on the child's clothes. Contaminated clothes will be placed in a plastic bag and sent home with the child.
- Parents will be instructed to send multiple changes of clothes for their child that will be stored in the child's classroom.
- Staff will wash any body part touched by a child's bodily fluids.
- Staff will be bringing extra changes of clothes to use as needed to reduce transfer of bodily fluids.

## Educational Spaces

### Classrooms

- Designated spaces throughout the building will be used as classroom spaces in order to limit exposure between classroom groupings. Each classroom space will have access to a separate set of bathrooms and outdoor play area at separate times. Classroom spaces will include:
  - Rooms 1, 2, 3, 4 and 5
  - Rooms 100, 101, 102, 103
  - Rooms 108, 109, 110, 111
  - Additional spaces will include:
    - Berkowitz Family Auditorium
    - Youth Lounge
    - Gorson, Fishman Tobin Auditoriums
  
- The maximum number of students in each classroom will be limited to preserve social distancing.
  
- Children will participate in art, nature, gardening, movement, singing, reading, and free-play activities throughout the day. During each of these activities, teachers will use physical distancing as much as possible to keep children separated. For example, floor markings will be used to keep children seated at a distance for story time.
  
- Physical materials in the classroom will either be separated or cleaned throughout the day.
  - Art materials (e.g., markers, scissors, crayons) will be kept in separate boxes with each child's name.
  - To the greatest extent possible, teachers will set aside toys that children have put in their mouths or coughed/sneezed on into a "yucky bin" that will be cleaned using antibacterial dish soap and water, then a disinfectant, and finally rinsed with water.
  - Cloth toys and dress up clothes will be removed from the classrooms.
  - Sand, clay, water tables, and other sensory type materials will not be used.
  - Teachers and maintenance will regularly use disinfectant wipes to wipe down toys, games, and commonly touched surfaces throughout the day, including door handles, railings, light switches, tabletops, and chairs.



- Teachers will take full day students' temperatures using a non touch temporal thermometer at midday to check for potential fevers that may develop throughout the day.
  - If the student is found to have a fever of 100°F [37.78°C] or higher during the midday temperature check, procedures will be followed as outlined in the section entitled *Child Illness During the School Day*.
- At nap time, children's naptime mats will be spaced 6 feet apart. Children will be placed head-to-toe.

### **Materials**

- Children will be permitted to bring the following items. Each item must be clearly labeled with the child's name.
  - Disposable lunch bag (see "Meals" below for details)
  - Snack
  - Clean sheet or blanket (weekly)
  - Diapers
  - Wipes
  - At least 3-5 masks or cloth face coverings
- No toys from home will be permitted at school.

### **Meals**

- Children will bring peanut free and tree nut free, dairy/parve Kosher lunch and snacks to school in a labeled disposable bag each day. Lunches will be refrigerated. School will provide paper supplies and utensils if needed. Staff will throw away the bag(s) after use.
- Staff will space the seats around the table to stagger children so that they are not sitting directly across from one another at the table.
- The school has secured plastic barriers where needed to prevent sharing of food and to allow students to safely remove face coverings while eating.
- Staff will wash their hands before and after handling of any food items.
- Children will wash hands before and after eating.
- School will continue to follow all applicable federal, state, and local regulations to safe handling and storage of food.

## **Specialist Visitors**

The school will address the individual needs of children who have Individualized Family Service Plan (IFSP) or Individualized Education Plans (IEPs) to ensure that they receive necessary educational services. The School Director or her designee will work with parents and all approved service providers to determine the best plan for each individual student on a case by case basis.

- Any service provider who enters the school must wear a mask, follow the school hand-washing and cleaning protocols, and remain only in the classroom area in which their child is assigned.
- Each time a service provider enters the building, the Pandemic Coordinator will take his or her temperature and ask the service provider whether:
  - The service provider or anyone in his or her household has/have exhibited any of the following symptoms within the last 10 days:
    - Fever (100°F [37.78°C] or higher)
    - Cough
    - Shortness of breath
    - Difficulty breathing
    - New loss of taste or smell
  - The service provider or anyone in his or her household has had known (unprotected) exposure to someone who has tested positive for
    - COVID-19 within the past 14 days
    - Or whether, within the past 10 days, the provider or anyone in the provider's household(s) has traveled outside the state of Pennsylvania for a period longer than 24 hours
      - The school is requiring that travelers entering the Commonwealth of Pennsylvania have a negative COVID-19 test 3-5 days after returning to the Commonwealth. In lieu of a negative test, the traveler must quarantine for 10 days before returning to school.
- Any service provider who has displayed symptoms of COVID-19 as described in the section Illnesses above or has answered yes to any of the questions above will not be permitted to enter the building and will follow the guidelines outlined in the section entitled *Illnesses*.

## **Cleaning and Disinfecting Procedures for Classrooms, Outdoor Spaces and Other Facility Locations**

- Throughout the day, classroom staff will regularly use disinfectant wipes to wipe down commonly touched surfaces, including toys, games, doorknobs, light switches, railings, tabletops, and chairs.
- In between classes using common spaces (Berkowitz, Youth Lounge, Indoor Playground) maintenance will disinfect the space.
- At the end of each school day, cleaning staff will clean all classrooms, bathrooms, and common spaces using the following protocol:
  - Take out the trash
  - Vacuum carpets
  - Mop and disinfect floors
  - Clean and disinfect surfaces, including tables, chairs, counters, sinks, toilets, doorknobs, light switches, and railings.
- Outdoor railings and door handles will be cleaned daily. Other outdoor playground spaces will be cleaned at least daily and between each usage.
- Cleaning staff will use an EPA-registered, fragrance-free disinfectant.
  - All cleaning products will be used in accordance with the product label for disinfecting surfaces.
- Cleaning staff will wear masks and gloves when cleaning, and should thoroughly wash their hands after cleaning.
- Cleaning staff will clean bathrooms inside classrooms while the class is outside of the room.