

St. Albans Early Childhood Center, Inc.

NAEYC ACCREDITED

4404 Wisconsin Avenue, NW • Washington, DC 20016

Tel. 202-363-7380 • FAX 202-537-9380

www.saecc.org

SAECC COVID-19 PROTOCOL

Introduction

St. Albans Early Childhood Center has created this document in response to COVID-19, a respiratory illness caused by a novel virus that has spread globally. The guidelines have been constructed to address prevention, detection, and response to occurrences of COVID-19. Our goal is to be able to share SAECC's customized approach that will address the areas of screening, cleaning, and social/physical distancing. Throughout this process, we have had to rethink our protocols, reimagine our practices in order to reconstruct our program. Please recognize that what is being presented is based on the latest findings; however, we will remain fluid throughout this process as we recognize this is an everchanging situation.

Preventing COVID-19 in the Workplace for Essential Workers and Those They Serve

Across America, businesses are taking extraordinary steps to prevent the spread of COVID-19. For some workplaces, this may mean changing or limiting their hours of operation, or even closing for a period of time. Many employees have been told to stay at home, and others have been asked to work from home, while still others are asked to continue to go to work because their jobs are essential to keeping America functioning during this outbreak. Essential workers are considered critical to preserving life, health and basic societal functioning. This includes, but is not limited to, first responders, health care workers, critical infrastructure workers, grocery store and pharmaceutical workers and workers who are essential to supply society by critical goods such as food and medicines. Included in this list are childcare workers, who have been named the backbone of America; because without us America cannot start to rebuild again. Our work is essential and admirable. While all employees should continue to practice physical distancing and hygiene in their personal lives, we also need to take additional measures here at St. Albans Early Childhood Center (SAECC) to protect our employees, who are providing essential services. Employers and employees will need to work together to protect the health of employees and children, and to keep the workplace delivering its essential services.

What is COVID-19

Novel coronavirus (COVID-19) is a new virus strain spreading from person-to-person. It is currently in the United States and many other countries. Most coronavirus illnesses are mild with fever and cough. The large majority of people with COVID-19 do not require hospital care. Health experts are concerned because this new virus has the potential to cause severe illness and pneumonia in some people, especially people over age 60, people with underlying health conditions or weakened immune systems, and pregnant people.

Communication with Staff and Families

Signs will be posted in highly visible locations (school entrances, hallways, classroom, and restrooms) that promote every day, protective measures and describe how to stop the spread of germs, such as properly washing hands, properly wearing a cloth face covering, and practicing physical (social distancing). Parents and staff should update emergency contact information. Messages will also be included in newsletters, emails, texts, Hi Mama daily reports, social media, and website. We will continue to educate ourselves on the latest findings. Information will be shared with the entire community as it becomes available. Staff, parents, and children will continue to be educated on COVID-19 prevention, detention, and protocol.



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Since parents are no longer allowed in the building, please consider the following systems in place to meet your communication needs:

- Parents and teachers will have an opportunity for brief information meetings at pick-up and drop-off.
- Parents may request virtual meetings with their children's teachers at any time.
- Messages can be sent to and from HiMama.
- Non-urgent messages may be sent on classroom cell phones.
- Calls should be placed for urgent matters.
- Teachers may be contacted via email. Please click here to view the most recent communication protocol for a list for numbers and email addresses.

Supplies for Children by Parents

- 10 face cloth masks labelled and in a Ziploc bag
 - Children must have several clean masks in case one becomes contaminated. These are all safety measures.
- Sheets and light blanket (infants require 5 sheets per week)
- Outdoor shoes and indoor shoes (must be closed toes)
- 3 changes of seasonal clothes (include sock)
- Infants must have food and bottles the entire day
- Infants must have 3 pacifiers a day (if applicable)
- Toddlers must have 4 sippy cups daily
- All items must be placed in SAECC blue school bag
- Be sure to label everything with child's name

Health Screenings for Staff and Children

All screenings will be conducted using PPE while practicing physical (social) distancing of 6ft. All children, parents, and staff will be questioned and screened for wellness upon arrival.

Screening Questions:

1. What is your child's temperature?
2. Have you given your child a fever reducer?
3. Does anyone in your household have any symptoms of or been diagnosis with COVID-19?
4. Have you been in close contact with anyone that has been diagnosed with COVID-19 in the past 14 days?
5. Has your family been practicing social distancing guideline?

All children and staff exhibiting the following will be excluded:

- Fever over 100.4F
- New cough of any kind
- Nasal congestion



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- Sore throat
- Shortness of breath
- Diarrhea
- Fatigue/ Lethargic, overly tired, unusually calm or quiet
- Headache
- Poor feeding or poor appetite
- Loss of taste or smell
- Serious heart conditions
- Mild respiratory illness/issues
- Symptoms indicating the person is well

If excluded, individual will be required to seek medical attention. Once a medical clearance is received, including COVID-19 testing, the individual may return. If the individual is waiting for COVID-19 results, a negative report must be received before reentry.

Staff Health

Staff will be required to complete all COVID-19 training before being cleared for work. The trainings will include: MAT, SIDS, shaken baby syndrome, safety precautions with children, meal service, CPR/first aide, social emotional well for children and families, self-care, health screening, use of PPE, cleaning, sanitizing and disinfecting, physical (social) distancing, COVID-19 prevention, drop-off and pick-up protocol, and implementing curriculum with new guides, and new daily routines. Staff will submit COVID-19 prior to their hire date. D.C. Health does not recommend repeated testing of children or staff who do not have symptoms or known exposures.

Family Involvement

To maintain physical distancing, visitors and parents may not enter the facility at this time. Please consider the following opportunities to assist **new families** with a smooth transition into the program:

- Virtual meet and greet with your child's teacher prior to start date;
- We will pair you with a current family member to assist you with any questions you may have;

We recognize getting to know other families may prove difficult due to the COVID-19 limitations. To ensure our community remains connected with one another, we have established the following activities:

- Cohort meetings with Executive Director, Donna C. Mason on a bi-weekly basis;
- Parent PODs for outside play-dates;
- Virtual classroom meetings including families and teachers every other Wednesday, beginning on Wednesday, September 23, 2020;
- Virtual parent events hosted by the Parent Association;
- Monthly virtual Town Hall meetings with all members of the community.

Drop-offs and Pick-ups

Drop-offs and Pick-ups will be staggered. CDC and the Department of Health recommends a staggered schedule to practice social distancing. Extended hours would not be feasible due to staffing



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requirements. Financially, it would not be sustainable and could lead to teacher burnout. We do not anticipate returning to normal operating hours until Phase 4. Please visit <https://coronavirus.dc.gov/> to review the changes for each phase. Parents will use Sign Up Genius to secure a slot. All drop offs and pick-ups will be at the designated building entrances. We will do our best to work with you to create the same schedule for siblings. Please contact your children's division managers for assistance. Parents will be able to walk up to the door, maintaining 6ft apart from other parents and are required to wear a mask. Only one parent/guardian should escort the child to the door to maintain social distancing. After screening, staff will receive the child, and all belongings. Families may drop-off late for scheduled doctor/dentist appointments. For planning purposes, teachers and administration must be notified prior to the day of your late arrival. **Stroller parking** is available behind the patio (adjacent to Tadpoles and Frogs entrance).

- Main Entrance: **Caterpillars and Butterflies**
- Back Entrance: **Tadpoles and Frogs**
- Lower Entrance: **Elephants 3 and Eagles 1 and 2**
- Gym Entrance: **Elephants 1, 2 and 4. Eagles 3 and School Age 1 and 2.**

Greeter will conduct physical and verbal screening. Parents are encouraged to take temperature before leaving the home. Staff will retake temperature using proper protocol of maintaining proper distance using a temporal thermometer and dressed in PPE. Child with temperature of 100.4 and above will not be permitted inside the school.

Once cleared, the child will be escorted by their teachers to wash hands, remove outside shoes, change into inside shoes, and taken to assigned class. We will not combine groups in the morning or afternoon. During pick-ups, your child's teacher will bring your child to the entrance.

We recommend parents use the same person for pick-ups and drop-offs. Nannies listed on emergency contact forms are authorized to drop-off and pick-up children.

Please consider the following regarding pick-ups:

- Children can be picked up early, preferably before nap time.
- For planning purposes, teachers and administration must be notified prior to the day of your early pick-up.
- At this time, children who are picked up early may not return to the school.

Physical (Social) Distancing

SAECC will reduce **group sizes to no larger than 12 people total**, including children and adults (e.g. two adults and ten children, etc). For a room large enough for 16 children, we have a partition to separate the two groups. There is an **exception for 13 occupants to accommodate specialists and/or therapists**. We will keep groups together throughout the day, and will not combine groups (e.g., at opening and closing). To the degree possible, we will maintain the same groups from day to day. In other words, mixing of groups will not be permitted. This will help reduce potential exposures and prevent our entire program from shutting down if exposure does occur.

Floater will be used to support the existing classroom personnel. Floaters will always wear clean PPE and wash hands upon entry.



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Age of Children	Adult/Child Ratio
0 – 12 months	1:4
12 – 24 months	1:4
24 – 30 months	1:4
30 months – 3 years old	1:8
4 – 5 years old	1:10

SAECC is committed to the following protocol:

- Eliminate large group activities.
- Limit the number of children in each program space. Increase the distance between children during table work.
- Plan activities that do not require close physical contact between multiple children.
- Limit item sharing, and if items are being shared, remind children not to touch their faces and wash their hands after using these items.
- Limit use of water or sensory tables and wash hands immediately after any use of these items.
- Encourage space for children while using ropes or in the buggies.
- Minimize time standing in lines. Incorporate additional outside time. Avoid gathering in larger groups for any reason.
- Cribs and nap cots will be separated by 6 feet (head to feet or feet to feet).
- Teachers have been asked to avoid congregating to maintain social distancing during lunch breaks. We have set up several dining options that are 6ft apart.
- The spaces are on the patio and lower decks, and in the gymnasium and training room.
- Teachers have designated adult bathrooms located in the kitchen area in the building. While in the gymnasium, teachers use the boy's bathroom and children use the girl's bathroom only.

Healthy Environment

Program staff will always remain with small group. **Cribs, cots, sinks, diaper tables, and tables** will be 6 ft apart. Children will have individual play boxes. Any shared items will be cleaned immediately after individual use. Toys that cannot be washed will be removed from the room including stuffed animals, wooden toys, and fabric books. Children will not be allowed to bring toys from home. Each classroom has a trash on one side. Program staff will clean surfaces, knobs, doorways, light switches, knobs, cots, and toys after each use. Children and staff will wash hand for 20 seconds upon entering the building and classrooms, after blowing nose, before and after using the bathroom, before and after administering medicine, before and after handling food or feeding a child, after handling trash can, after handling phone or computer, after handling toys, after coughing or sneezing, before eating, before and after diapering/toileting, and whenever necessary. Professionally trained cleaner will conduct deep cleaning every night. Cleaning in the common areas will occur every 2 hours. Cleaning in the bathrooms will occur after each use. **Children 2 and older will wear cloth masks. Masks will not be worn by children during meals or naps.** Parents and guests will not be allowed in the school. Staff will always wear proper PPE. Staff with long hair will pull hair back or wear a head cover. Barriers using shelving and props will be used to separate children. All the staff will have lab coats and a laundry bin. For our infant classrooms, disposable burp cloths will be used as an added barrier. When the lab coat is soiled, it will go into bin and the teacher will receive another lab coat. Lab coats will be laundered weekly by a



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professional service. Immunizations and up-to-date health forms is an ongoing requirement for all children enrolled in the program outside of the COVID-19 pandemic.

In order to prevent a vaccine preventable disease outbreak in a childcare setting, it is imperative for all children who attend childcare be **fully vaccinated** according to CDC and DC Health standards.

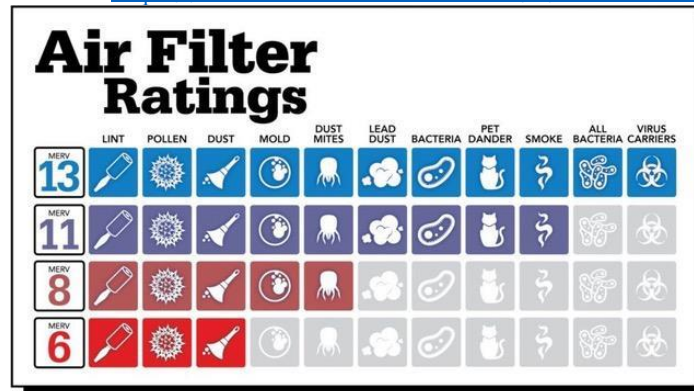
- A review of immunization schedules can be [found here](#).
- CDC has other resources regarding [Vaccine-Preventable Diseases](#).

Additionally, all students and staff should receive their seasonal Influenza vaccine to help prevent an influenza outbreak during the current COVID-19 pandemic. For more information, visit <https://flu.gov>.

Please consider the following information to ensure an engaging and nurturing environment for children while maintaining safety precautions:

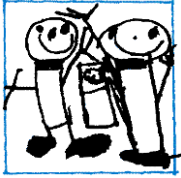
- The classroom will be setup with social distancing sections and there will be markers so the child will know what space to play in.
- Staff will continue to hug children and show emotional support with gestures and words.
- Adults will have masks and the appropriate PPE attire as a precaution.

R&R HVAC services has installed MERV-13 air filters throughout the facility. To review information and the benefits of this filter, please visit <https://www.airfiltersdelivered.com/c/merv-13-air-filters>.



Outside Play

Outdoor/Playground time will be in staggered shifts. When classrooms are outside at the same time, they will have a minimum of six feet of open space between outdoor play areas or visit these areas in shifts so that they are not congregating. **Children are not required to wear masks during outdoor play if they maintain a 6 feet distance from others.** Staff will wear masks while outdoors. During walks, children will maintain physical distance and keep their masks on, per the D.C. Mayor Bowser's July 22, 2020 order requiring everyone over the age of 2 to wear masks while outdoors. Playground equipment will be sanitized before and after each class plays on the playground. A playground attendant will be assigned to the playground for sanitizing purposes each day. Ropes and buggies must be disinfected after use. Backpacks will have disinfectant and paper towels for appropriate cleaning.



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Meals and Snack Times

All surfaces must be cleaned and disinfected before use. All staff and children must wash hands before and after meals. Meals and snacks will be provided in the classroom. No family style meals at this time. Staff will handle utensils and serve food to reduce spread of germs. Gloved hands will be used for all meals and snacks and meal preparation. All meals will be served on individual plate. Staff will sit with group to ensure physical distancing. ***Children will not wear masks when eating or drinking.*** Barriers/partitions are placed at the table to minimize the transmission of bodily fluids.

Cleaning, Sanitizing and Disinfecting

Staff are required to clean all surfaces, light switches, door handles, toys, playground equipment, buggies, lunch area, and bathrooms after each use. All cleaning activities must be conducted using the appropriate products. All items must be disposed of in the appropriate bin.

For All Employees

Staff must be tested for COVID-19 prior to employment at SAECC. **Intermittent testing of employees** is based on travel, symptoms, and contact with people that may show signs or symptoms.

All employees should ensure they understand and comply with the infection prevention policies and practices in place in their workplaces.

- Required to stay 6ft away from one another for no more than 15 minutes within a 24 hour period.
- Masks must be worn properly at all times.
- All adults must wear non-medical face coverings or face masks at all times while participating in childcare activities. If an adult has a contraindication to wearing a face covering, either medical or otherwise, then it is recommended that the individual should not participate in childcare activities.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth.
- Cough or sneeze into the bend of your arm.
- Avoid touching surfaces people touch often. Instead of a handshake, give a friendly wave or elbow bump.
- Use any necessary personal protective equipment, as provided.
- Keep your environment clean.
- Use appropriate products to clean and disinfect items within your classroom, work surface, shelves, toys and changing tables, chairs and tables, doorknobs, windows more often, especially when visibly dirty.
- Bring a change of clothes to change into for work.
- Cover with proper PPE (mask, head cover, shoe cover, lab coat, and gloves)
- Maintain enhanced hygiene practices such as daily showers, changing clothing and shoes when you arrive home.
- Keep a distance of 6 feet between you and your coworkers, and parents.



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- Increase distance between you and co-teachers-consider rearranging your classrooms to create marked areas for social distancing.
- Limit any contacts closer than 6ft to the shortest time possible.
- During break times, stay 6ft apart from coworkers, unless sharing the same classroom.
- When entering kitchen lounge, and administrative offices, be sure to maintain 6ft physical distance.
- Staff will meet in small groups to ensure physical distancing for training and meetings:
 - Teaching PODs meet within the classroom
 - Division managers meet virtually or in small groups while adhering to social/physical distancing.
- All staff have been trained on the proper use of face masks including covering their nose and mouths.
 - *Permanent classroom teachers wear cloth masks that can be laundered for a 1 time use throughout the day.*
 - *Floaters are required to wear and change disposable masks when changing classroom assignments.*

If you have a symptom of COVID-19 or think you might have COVID-19, use our self-assessment tool and seek medical attention. Report results to SAECC. It is critical that, if you have one symptom of COVID-19 (fever, cough or difficulty breathing), or even mild symptoms, you should stay home to avoid spreading illness to others. Contact a division manager or administrator on duty, immediately to discuss. If you develop even mild symptoms while at your workplace, separate yourself from others and go home, avoiding use of public transit (e.g. buses, train, taxi) if possible. Contact your local Public Health Department and follow their advice.

In addition to SAECC offering a generous leave package, as of July 1, 2020, D.C. has implemented a Paid Family Leave Policy the provides the following paid benefits and time off to employees if they or a family member becomes ill:

- 8 weeks to bond with a new child
- 6 weeks to care for a family member with a serious health condition
- 2 weeks to care for your own serious health condition

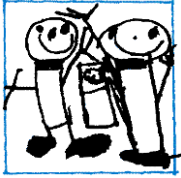
We will inform parents if teachers in their child's classroom will be absent from work via HiMama. Unless a confirmed **communicable illness has been diagnosed**, we will not inform the classroom of symptoms exhibited by an absent child or staff member who has called out.

In compliance with HIPAA (Health Insurance Portability and Accountability Act) law and associated with privacy guidelines, Association Board Members, Management, and employees are restricted from disclosing identities and any details about the affected employees. Despite any natural curiosity, please do not ask the staff for details.

Children, staff, or parents who develop COVID-19 or symptoms

Children and staff should stay home, or not be admitted, if the child, staff member, or any member of their household, **including siblings enrolled in the program**, has had a temperature of 100.4 degrees or higher or showing symptoms of illness including cough, or shortness of breath or if there are any signs of illness upon arrival.

Parents/guardians and staff should **call their health care provider for further directions**.



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- If a child or staff member reports any of the above symptoms, or is confirmed to have COVID-19, the child or staff member must not return to childcare until the following:
 - **24 hours after the fever has resolved without the use of fever-reducing medication** (e.g., Motrin, Tylenol) and **respiratory symptoms** have improved; **AND**
 - And 10 days after symptoms first appeared at the center, whichever is later.

Please note: Individuals with **a chronic runny nose** (clear or other color) that require their masks to be changed several times in a day and those exhibiting **chronic congestion** will be excluded. They may return with a doctor's note indicating the symptoms are unrelated to COVID or other communicable illnesses.

If an individual believes they have had close contact to someone with COVID-19 but are not currently sick, they should notify a member of management and monitor their health for fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the sick person with COVID-19. They should not go to work or school and should avoid public places for 14 days. We will consult with the Department of Health for best recommendations on allowing children and staff to return. Plans will be shared with the community immediately upon receipt of guidance for the best plan of action via email.

Children at higher risk of severe illness due to underlying medical conditions are kept home if there is a COVID-19 outbreak in the community.

If an individual is diagnosed with COVID-19, they must remain out of the facility until they have been cleared by a medical physician from isolation.

If a staff member or child has symptoms of COVID-19 or is a close contact of someone with COVID-19, they can return to the childcare facility when the following conditions are met:

- If any child or staff member has been in close contact with a person who is positive for COVID-19, then the child or staff member must not enter the child care facility until they have completed their **10-day quarantine period** without becoming symptomatic or diagnosed with COVID-19.
- A negative PCR or blood test must be provided to administration.
- The requirement to **quarantine for 10-days** since their last date of exposure does not change even if they test negative for COVID-19.

If a confirmed case of COVID-19 is reported to the center, SAECC will execute the following steps:

- Inform the community of the confirmed COVID-19 case (via text message, Himama, email, and phone call if necessary);
- Contact the Department of Health for guidance on managing the situation, avoiding further contamination, and **closure decisions**;
- Participate in contact tracing;



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- Families and staff identified who have had close contact with the person diagnosed with COVID-19, will be immediately contacted by phone to provide notification and next steps listed below;
- Families and staff will be notified by Department of Health and contact tracer;
- Release a plan of action to the SAECC community once it has been confirmed by DOH;
- Provide a follow-up email with the final findings.

In compliance with HIPAA (Health Insurance Portability and Accountability Act) law and associated with privacy guidelines, Association Board Members, Management, and employees are restricted from disclosing identities and any details about the affected employees. Despite any natural curiosity, please do not ask the staff for details.

Please note: We refer to the COVID-19 Symptom Decision Tree. See last page for references and other resources to be considered by staff and families.

What are the next steps for those identified in contact tracing?

- Quarantine for 10 days;
- Throughout this period, closely monitor their health for signs of illness and call their medical provider if they develop;
- Staff and children of the classroom should get tested for COVID-19 3-5 days after last date of exposure to the COVID-19 positive individual;
 - *Per the city's guidance, PCR or blood testing are required for re-entry.*
 - *Individuals must quarantine until test results have been provided.*
- Test results for children and staff must be forwarded to SAECC administration prior to return.

Travel for Employees and Parents

Prior to travel, SAECC administration must receive the following information from families and staff:

- Dates of travel
- Destination

Travel outside of Maryland, Virginia, or D.C. - A family or staff that is traveling anywhere in the U.S. outside the D.C. metropolitan area, must do the following:

- All members of the family who traveled must submit proof of negative COVID-19 status to SAECC. Testing (PCR only) must be done within 3-5 days of returning home.
- Individuals must quarantine until the PCR test results have been provided. They can return to school after the negative results have been received by a member of our administrative.
 - **Please note: If you do not wish to get tested,** all family members or staff are required to quarantine for 10 days and may return to school on the 11th day if they are symptom free.

International Travel – CDC requires all individuals who travel internationally to quarantine for 10-days upon returning home. This is applicable to all families.

Please note: There will not be a reduction in cost for traveling, illnesses, closures, or quarantine.

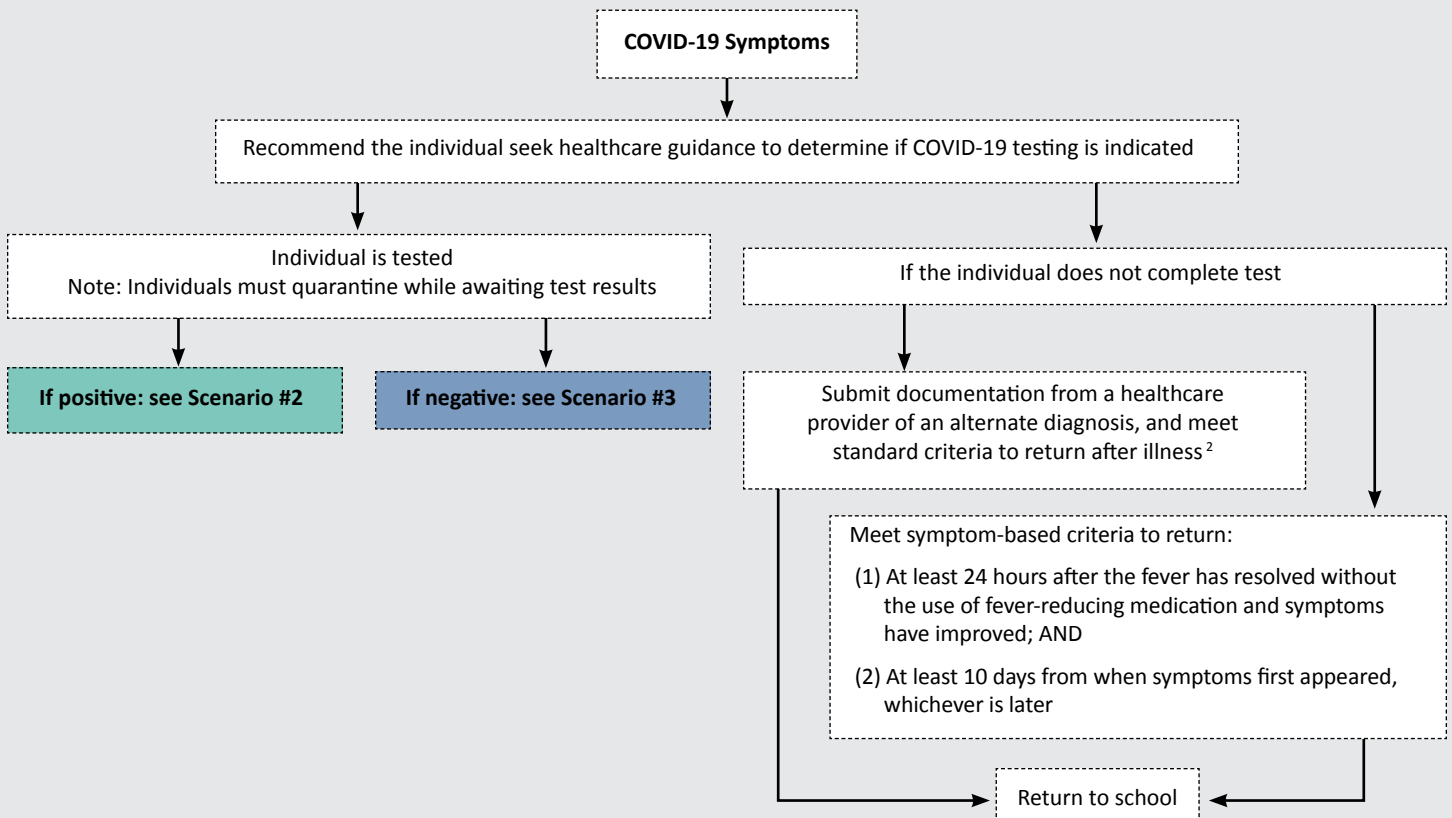


Office of the State Superintendent of Education

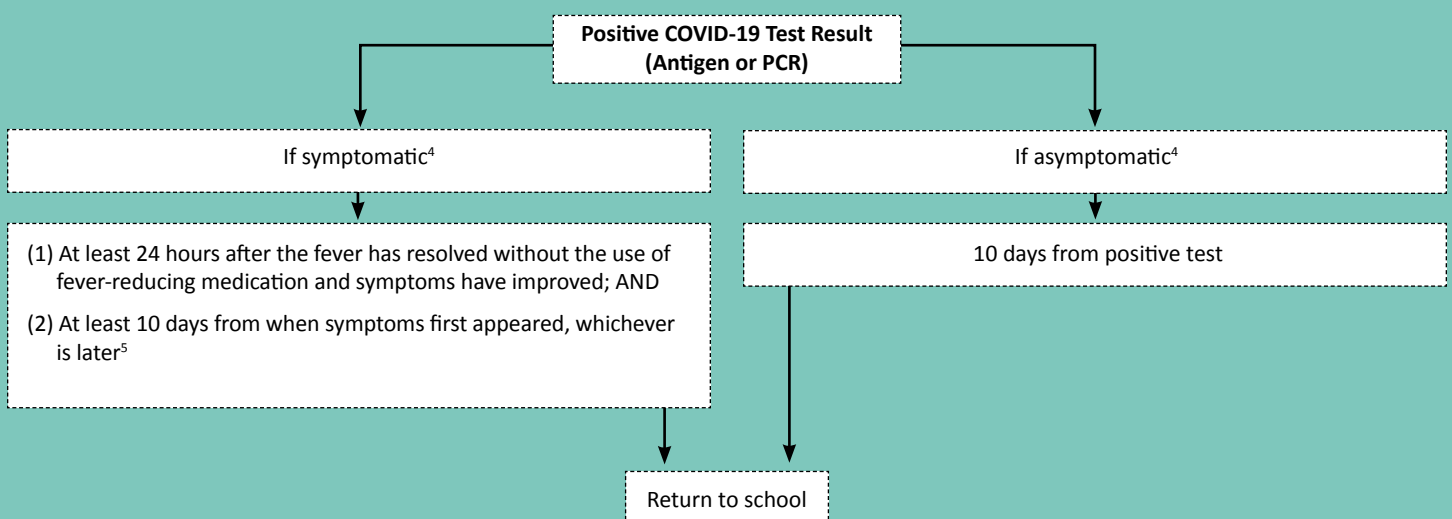
RETURN TO SCHOOL CRITERIA

Note: These scenarios include standard criteria to return to school for students and staff. Individual guidance from DC Health or a healthcare provider would always supersede these criteria.

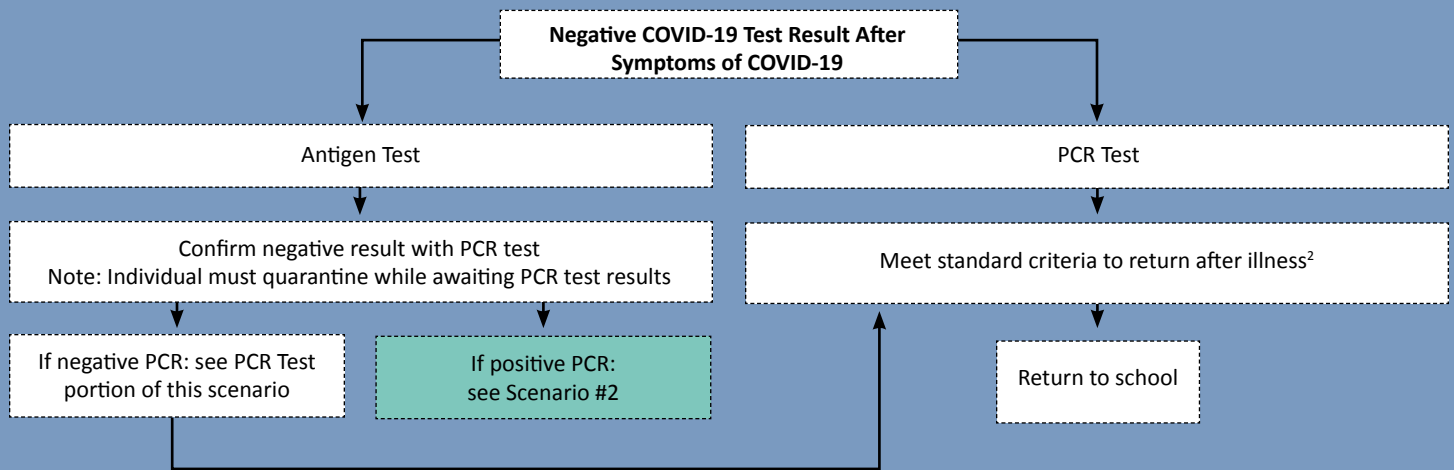
Scenario 1: Student or Staff Member with COVID-19 Symptoms¹



Scenario 2: Student or Staff Member with a Positive COVID-19 Test Result³



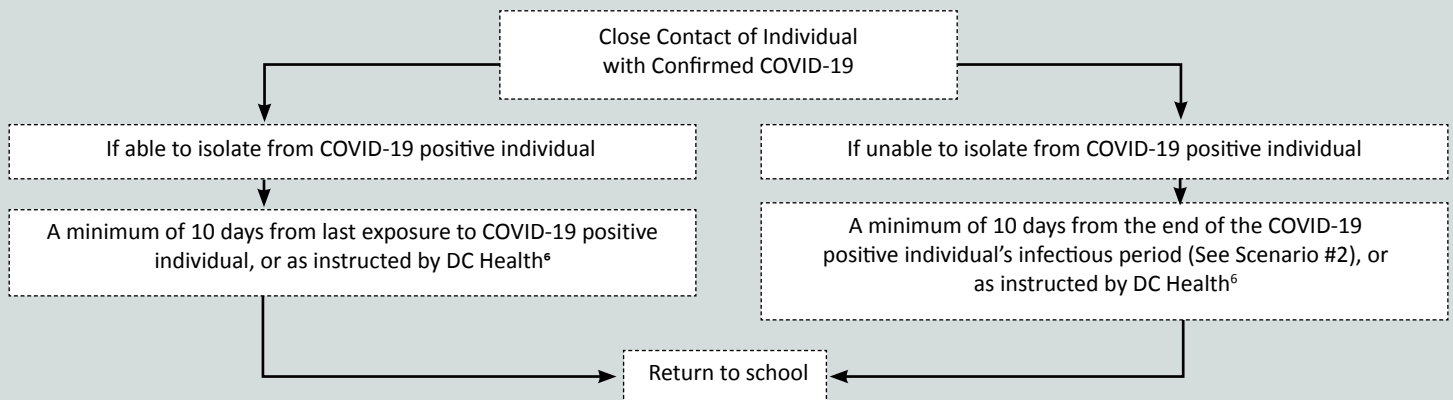
Scenario 3: Student or Staff Member with a Negative COVID-19 Test Result After Symptoms of COVID-19



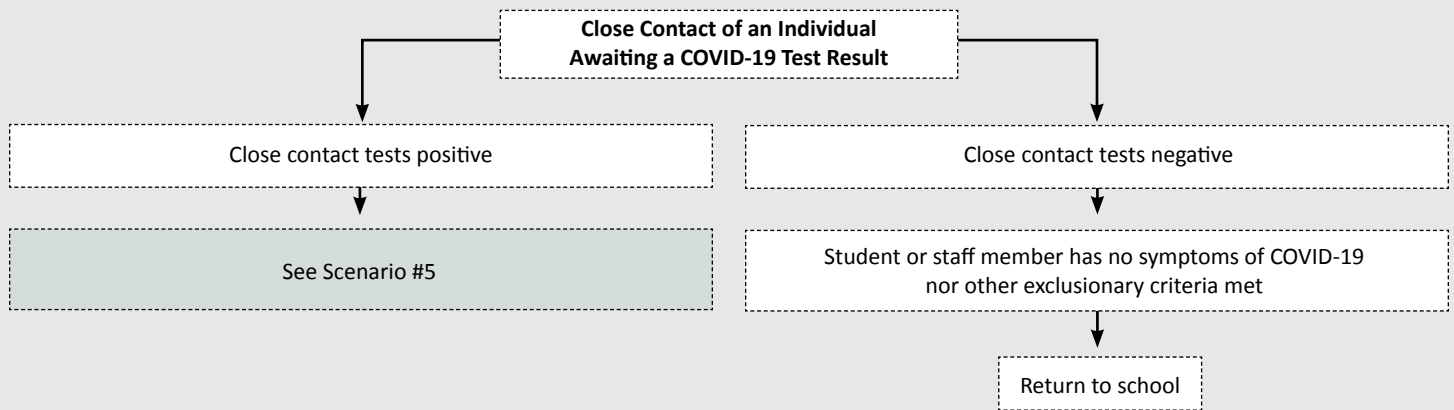
Scenario 4: Student or Staff Member with Documentation from Healthcare Provider of Alternate Diagnosis After Symptoms of COVID-19



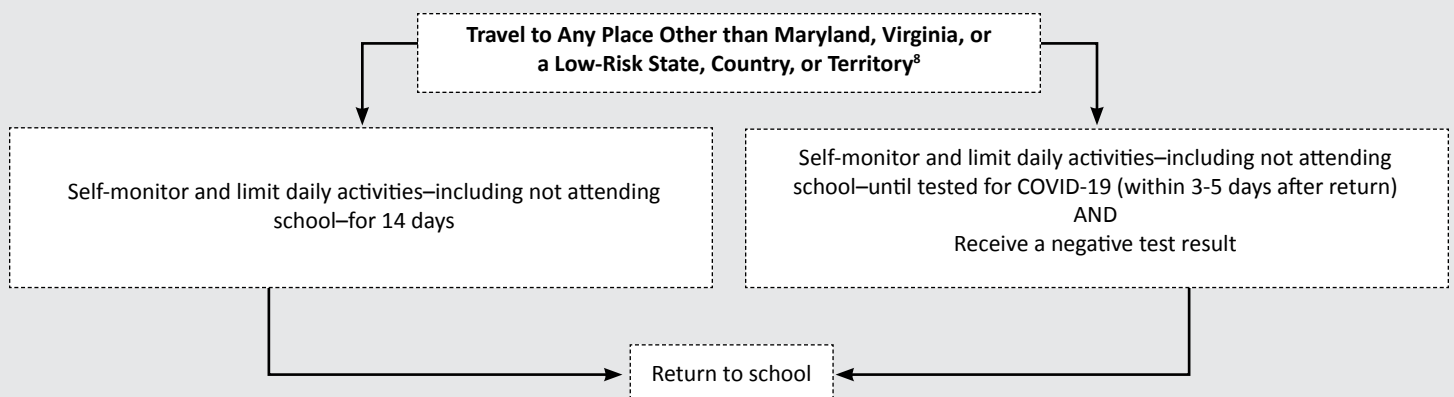
Scenario 5: Student or Staff Member is a Close Contact of an Individual with Confirmed COVID-19⁷



Scenario 6: Student or Staff Member is a Close Contact of an Individual Awaiting a COVID-19 Test Result



Scenario 7: Student or Staff Member Traveled to Any Place Other than Maryland, Virginia, or a Low-Risk State, Country, or Territory



Endnotes

- 1 Students or staff with pre-existing health conditions that present with specific COVID-19-like symptoms may not be excluded from entering the school building on the basis of those specific symptoms, if a healthcare provider has provided written or verbal documentation that those specific symptoms are not due to COVID-19.
- 2 Standard criteria to return after illness refers to the individual school's existing policies and protocols for a student or employee to return to school after illness.
- 3 See DC Health's Guidance for Persons Who Tested Positive for COVID-19 on coronavirus.dc.gov/phasetwo for more information.
- 4 Regardless of whether symptomatic or asymptomatic, close contacts (including all members of the household) must quarantine for at least 10 days.
- 5 Some individuals, including those with severe illness, may have longer quarantine periods per DC Health or their healthcare provider.
- 6 Per Scenario #5, a negative test result after close contact with an individual with confirmed COVID-19 does *not* shorten the duration of quarantine of at least 10 days.
- 7 DC Health strongly recommends that individuals who live or work with someone at higher-risk for COVID-19 quarantine for 14 days. See DC Health's Guidance for Quarantine after COVID-19 Exposure on coronavirus.dc.gov/healthguidance for more information.
- 8 For the list of low-risk states, see coronavirus.dc.gov/phasetwo. For the list of countries and territories by risk level, see www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html.

My Child is Showing Signs of COVID-19 at School: What Do I Do?

Quick Guide for Parents and Guardians

If your child is sick or shows signs of illness, do not send them to school.

1. PICK UP YOUR CHILD



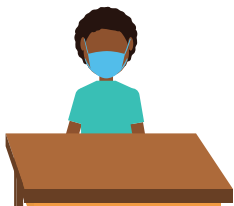
- If possible, pick up your child alone.
- If possible, wait in the car for your child.
- Everyone in the car should wear a mask except for children under 2 years old.
- Open the car windows for ventilation.
- If possible, wait 24 hours before cleaning and disinfecting your car, as that allows more time for the amount of virus in the air of your car to die off.
- If unable to pick up your child, work with your school to identify the best way to safely transport your child.
- Arrange to pick up any of your child's medical supplies (if applicable).

2. KEEP YOUR CHILD AT HOME AND MONITOR THEIR SYMPTOMS



- Call your child's healthcare provider to discuss whether your child needs to be evaluated and to determine options for getting tested for COVID-19.
- If possible, have the sick child (and anyone else who has symptoms) keep away from others and use a separate bathroom for 10 days. When not able to keep away from others, a mask should be worn by all members of the household.
- After being in contact with someone with COVID-19, it can take up to 14 days to know if you are sick. All members of the household should stay home and avoid contact with others outside of your home. An exception would be going to your doctor if advised.
- Encourage everyone in the household to wash their hands often and avoid sharing personal household items with others (e.g., dishes, cups, towels, bedding).
- Use an effective household disinfectant to clean "high-touch" surfaces and everyday items such as door handles, countertops, and faucets.

3. IF YOUR CHILD TESTS POSITIVE FOR OR IS SUSPECTED OF HAVING COVID-19



- **If your child tests positive for COVID-19, notify the school.**
- **Your child can return to in-person school only after:**
 - It has been at least 10 days since symptoms started **and**
 - Overall symptoms have improved **and**
 - Your child has had no fever for at least 24 hours (without fever reducing medication).



A Student is Showing Signs of COVID-19 in My Classroom: What Do I Do?

Quick Guide for Teachers

KNOW POSSIBLE SYMPTOMS OF ILLNESS



Cough



Fever



Headache



Diarrhea



Vomiting

OTHER SYMPTOMS INCLUDE:

Shortness of breath, chills, sore throat, loss of taste or smell, muscle pain, runny nose, feeling tired, and poor appetite.

EMERGENCY WARNING SIGNS (CALL 911):

Trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, and bluish lips or face.



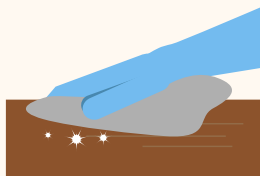
1. SEPARATE THE STUDENT

- Be discreet and calm.
- Make sure you and the student are wearing a mask and standing at least 6 feet apart.
- Following the school protocol, have the student safely escorted from the classroom to the isolation area.



2. INFORM

- Contact designated staff responsible for COVID-19 concerns (e.g., school nurse).
- Let them know the student is on the way to the isolation area or wait for the student to be escorted (according to school protocol).



3. CLEAN AND DISINFECT

- Close off the classroom and wait 24 hours before cleaning and disinfecting, if possible. This will allow more time for the virus to die off.
- The classroom should be cleaned and disinfected, especially items in the student's area and shared items the student may have touched (e.g., doorknob and supplies).
- Note: Disinfectants can trigger an asthma attack. Choose safer products if students in the class have asthma.
- Open outside door(s) and window(s) to increase ventilation in the classroom, if possible.



4. IDENTIFY CLOSE CONTACTS

- Write down where the student was seated relative to other students in the classroom.
- Note if any person was within 6 feet of an infected student for a cumulative total of 15 minutes or more over a 24-hour period. Work with school officials on close contacts in accordance with applicable privacy laws.



5. PLAN FOR THE POSSIBILITY THAT YOUR STUDENT MAY REQUIRE VIRTUAL OR AT-HOME LEARNING

- Speak with school administration about options for virtual learning.
- Make sure the student can make up work without penalty.



6. NOTIFY ADMINISTRATION ABOUT THE SICK STUDENT

- Assist administration with close contact assessment. Observe applicable privacy laws.
- Consider learning accommodations for students who are close contacts who may need to quarantine at home.



A Student is Showing Signs of COVID-19 and Needs to be Isolated: What Do I Do?

Quick Guide for School Nurses or School COVID-19 POC(s)



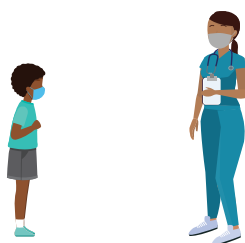
1. WEAR A MASK. PERSONAL PROTECTIVE EQUIPMENT (PPE) IS NEEDED IF UNABLE TO KEEP AT LEAST 6 FEET FROM THE STUDENT.

- When providing care for anyone with suspected or confirmed COVID-19 infection, personnel should wear appropriate PPE, including gloves, a gown, a face shield or goggles, and an N95 respirator (or equivalent). If an N-95 is not available, wear a surgical mask.



2. ISOLATE THE STUDENT

- Determine if the student can walk to the already identified isolation room/area on their own or if they need to be escorted or assisted.
- Assess their care needs and make the student comfortable while they are in the isolation room/area.
- Limit the number of people in health offices and isolation rooms. Try to keep the door closed.
- If there is more than one person in the isolation room/area, make sure everyone has a mask on and keep them **at least 6 feet apart**.



3. TALK TO THE STUDENT

- If possible, ask when and where the student started to feel sick (e.g., Did they start to feel sick at home or at school? What time of day was it? How did they feel a few days ago?). Note: Depending on student's age and cognitive ability, it may be necessary to modify these questions.
- If possible, ask if the student can remember who they came into contact with throughout the day?* (e.g., Who did they sit next to? Were they within **6 feet** (2 arm lengths) of other students?). Note: Depending on student's age and cognitive ability, it may be necessary to modify these questions.



4. CALL PARENT(S), GUARDIAN(S), OR CAREGIVER(S)

- If the child has one of the following emergency warning signs: Trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face, or other signs of serious or life threatening illness, get emergency medical care first, then call the parent(s), guardian(s), or caregiver(s).
- If non-emergency, call the parent(s), guardian(s), or caregiver(s) and calmly explain that their child is not feeling well and may have symptoms of COVID-19, and should be picked up from school.
- Recommend that the parent(s), guardian(s), or caregiver(s) contact the child's healthcare provider for an evaluation and testing for COVID-19.



5. CLEAN AND DISINFECT ISOLATION ROOM/AREA

- After the parent(s), guardian(s), or caregiver(s) pick up the child or emergency care is coordinated, close off areas used by the ill student. When possible, wait up to 24 hours before beginning cleaning and disinfecting. The virus can remain in the air for some time, so waiting allows for the amount of virus in the air to decrease. If you cannot wait 24 hours to clean, be sure to wear PPE when cleaning. If possible, open outside doors and windows to increase air circulation in the area.



6. TALK TO YOUR ADMINISTRATOR AND TEACHER(S)

- Work with your school administration and staff to document and identify potential close contacts* to identify who should quarantine and to support contact tracing efforts by the local health department. Note: assure actions are in accordance with applicable privacy laws.

*Anyone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.

