

# COVID-19 Health and Safety Plan for Plowshares Programs

**Plan #1-Program Operations Plan:** Plowshares Programs will employ strategies that reduce the risk of transmission including but not limited to maintaining physical distancing, wearing face masks (when appropriate), maintaining stable groups/cohorts. We will follow MA mandates, CDC, EEC, NPS/DPH recommendations, policies and guidelines.

## **Section 1: Program Administration**

### **Protocols:**

#### **Masks:**

- All educators will be required to wear masks while on school premises.
- All children ages 3 and above, masks are encouraged and recommended when appropriate. Children under the age of two will not be permitted to wear masks (they are considered a choking hazard). Children will not be wearing masks while eating or during rest time. During these times, we will do our best to keep a safe 6ft recommended distance.
- Children in our school age programs will not need to wear masks outside, in the gym, or during designated mask breaks when 6ft apart.
- If your child is 3 and above they should come to school with at least two masks. One they are wearing and one as an extra.
- Families are required to wear a mask during drop-off and pick-up times.
- Families and staff are required to supply their own masks. Please see the mask policy below.
- Plowshares will keep extra masks available in emergencies

In accordance with MA Department of Public Health and CDC guidelines face coverings must:

- Cover the nose and mouth;
- Fit securely and comfortably against the side of the face;
- Be secured with ties or ear loops;
- Allow for breathing without restriction;
- Be able to be laundered without damage or change of shape;
- Be made of at least two layers of material;
- Face coverings may not have an exhalation valve or vent

### **Gloves:**

All Plowshares staff must wear gloves during but not limited to activities of:

- Diapering
- Cleaning/Sanitizing
- Food Preparation
- Screening activities that require contact
- Apply sunscreen

Gloves should be removed following activity

### **Hand Washing and Hygiene:**

We will be promoting frequent handwashing for all children and staff. Handwashing will be required when:

- Entering/exiting the classroom
- Coming into the program from another space (outdoors, gym, etc.)
- Before and after eating.
- Before handling food
- After toileting/diapering.
- After coughing, sneezing and nose blowing.
- Touching your face (nose, mouth)
- After touching/cleaning surfaces that may have been contaminated.
- Before/After using common surfaces.
- After assisting children with handwashing
- Before and after medication administration
- After contact with facemask
- Before and after change of gloves
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When soap and water is not available we will be using approved hand sanitizer.

### **Drop-Off/Pick Up:**

#### **Preschool:**

Each family will be given a drop-off window. This will allow us to keep social distance and help us stay safe. We will try to design schedules to accommodate our families needs. Our drop-off times will begin at 7:30 and will end at 9:00am. **Children will not be allowed into our classrooms after 9:00am.**

*Specifically for NNHS Faculty and Staff:*

To minimize exposure and contact of others inside Newton North High School we are asking NNHS staff to not walk through the building with their child in the morning and to utilize the sidewalk along the building and go to your child's outside classroom door.

## **Each morning we ask parents to follow our new drop-off procedure...**

- Find a legal place to park on Tigers Drive.
- Walk to the child's outside classroom doors.
- A Staff member will greet you and make sure you have filled out the daily health screening form.
- Children will have their temperature taken by a Staff member.  
*\* If the child has a temperature of 100\*or higher they will be sent home.*
- Parents will be asked to say goodbye at the door and a staff member will walk your child into their classroom.
- Once a child is in our space, they will put their belongings away with a classroom teacher.
- Both the child and the staff member will wash their hands.

## **After School:**

- K Children will be picked up from their classrooms by their assigned plowshares teacher. Plowshares will be working continuously with the school to develop a system for the older children to arrive at our programs in a socially distant and safe manner.
- Children will have their temperature taken and will be visually screened for symptoms of illness by a staff member before entering their designated space *\* If the child has a temperature of 100\*or higher they will be sent home.*
- Once a child is in our space, they will put their belongings away in an assigned space that is separate from other children.
- Children and the staff will wash their hands.

## **Pick-Up Procedure**

### **Preschool:**

Dismissal time will be from (3:30-4:00)

We will be using our back doors for departure (doors facing the playground and tennis courts). Families will knock on the door and a teacher will walk their child to them. All of their belongings will be packed up and ready to go so parents do not need to enter our classrooms.

We are encouraging our families to refrain from congregating in groups at drop-off and pick-up times as children are learning our new safe distancing rules.

### **After School:**

- **Lincoln Eliot:** Parents will call the designated number to let us know they have arrived or knock at the art room door. A staff member will bring their child and belongings to the door to release them. Parents will not be allowed to enter the building.
- **Franklin:** Parents will call the designated number to let the staff know they have arrived in the school parking lot. A staff member will bring their child and belongings to the Cafe/Auditorium door to release them. Parents will not be allowed to enter the building.

### **Classroom and Curriculum**

- Social-emotional development/ kindness/ empathy and safety.
- More than one group will not be allowed in shared activity spaces. Groups will be assigned different times to play on the playgrounds or assigned to a designated area.
- Classrooms will be redesigned to promote social distancing and separate work and play spaces.
- Staff will work together to adapt lessons and activities to follow social distancing guidelines.
- Additional materials such as labeled boxes/bins for individual supplies (pencils, markers, crayons, scissors etc.), and individual sensory activities (sand, playdough, etc.) will be added to the classrooms.
- Extra bins of popular materials will be added to classrooms and will not be shared between groups (legos, magnetimes, cars, etc). These materials will be disinfected between uses.
- Children will be shown how to use materials correctly and staff will closely monitor play in the classrooms.
- Children will spend as much time outdoors as as possible in the good weather.

### **Supporting Staff:**

**Preschool:** Will have staffing for 1 group of 20 children (3 teachers). The 3rd educator in the room will cover breaks as needed.

**Toddlers:** Will have staffing for 1 group of 9 children (3 teachers). The 3rd educator in the room will cover breaks as needed.

**After School:** Will have staffing for multiple groups of 13 children (2 teachers per group). The 2nd educator in the room will cover breaks as needed.

**Staff Training:** Staff will be required to take the EEC Strong Start Guidance for Reopening Childcare training and participate in additional training from our health consultant and directors.

Areas of training will include:

- PPE:use of masks, gloves, shields, gowns/smocks
- Handwashing hygiene
- Cleaning/Disinfecting/Sanitizing (Force of Nature)
- How to screen children and respond to illnesses
- Strategies to maintain social distancing indoors/outdoors
- Adapting daily schedule and routines to meet new guidelines

### **Section 2: Parent Communication:**

Families will be contacted by Plowshares as follows

- In person: Informational family Zoom sessions and social distant parent/child visits by appointment:
- In writing: Materials detailing our protocols and guidelines for reopening fall of 2020, Daily/Weekly communications(pictures, videos, etc.) via email, resource list for families (EEC, NHHS, CDC, DESE, FDA, mass.gov)
- By phone: Contact with families will be made directly by phone for any illness or emergencies by the following persons:
  - North: Jo Carpino, Lorelle Rosenbaum, Carol McCabe
  - Lincoln Eliot: Angela Marra, Stephanie Cotter, Graham DeAngelis
  - Franklin: Danielle LeGros, Sayi Kabongo, Weston Forbes

### **Section 3: Support Services**

Plowshares will work case by case with Early Intervention and Newton Public Schools to meet the needs of children and implement individualized educational plans.

**Plan #2 -Cleaning Plan:** Plowshares Programs will employ strategies that reduce the risk of transmission by implementing standard infection control practices and routine cleaning, sanitizing, and disinfecting.

## **Cleaning and Disinfecting:**

- All surfaces and materials used by the children will be cleaned with soap and water after each use then disinfected/sanitized according to the EEC guidelines.
- High touch surfaces (i.e. doorknobs, tables, toys, sinks, toilets) will be continuously disinfected/sanitized throughout the day.
- Daily Custodial cleaning will be performed by Newton Public School
- A daily cleaning/sanitizing log will be kept in classrooms to keep track of all necessary cleaning of areas, surfaces, and materials.
- Plowshares will be using “Force of Nature” to clean, sanitize, and disinfect areas. It is EPA Registered. [www.forceofnatureclean.com](http://www.forceofnatureclean.com) The solution will be prepared as needed prior to the arrival of children and stored in the following areas:  
**North:** designated locked classroom cabinets out of reach of children  
**Franklin and Lincoln Eliot:** An area will be designated in each classroom out of the reach of children.

**Plan #3-Monitoring and Response:** Plowshares will employ strategies to minimize the risk of exposure and illness from those entering the childcare space and those persons who might become ill during the program hours.

## **Section 1: Screening**

### **SYMPTOM LIST**

Staff will actively monitor children throughout the day for symptoms

If your a child has the following symptoms they will be immediately isolated\* from the program and be sent home:

- |  |  |
|--|--|
| a. Fever (100.0° and higher), feverish, had chills | e. Gastrointestinal distress<br>(Nausea, vomiting or diarrhea) |
| b. Cough   | f. New loss of taste or smell                                  |
| c. Sore throat                                     | g. New muscle aches.   |
| d. Difficulty breathing                            |  |

If a child has the following symptoms, they will be isolated\* and sent home if they also have a symptom from the above list:

- Fatigue
- Headache
- Runny nose or congestion
- Any other signs of illness

\*Isolation definition: child will be in a designated, quiet and comfortable space within the classroom.

## **Children and Staff**

1. **Daily:** prior to arrival each family at the preschool and the staff members at all sites are required to fill out and sign a Daily Attestation Form.
2. **Point of Entry:**  
North: Families will arrive at staggered times at their classroom doors.  
Lincoln Eliot and Franklin: Children meet at the designated area from school
3. **Temperature Scan** with temporal thermometers and each scan will be documented.  
Preschool: Coordinators for classrooms will conduct screening  
Afterschool: Leaders for each group will conduct screening.
4. Teachers will visually screen children throughout the day for the above symptoms.

## **Section 2: Isolation and Discharge**

**For Children:** Each classroom has designated, quiet and comfortable space within the classroom that is separate from other children in the group. A staff member will be assigned to watching the child that is in isolation.

**For Staff:** Directors will develop and maintain an emergency back up plan for staff coverage in the case a staff member becomes ill.

Directors are responsible for contacting Newton Health and Human Services (NHHS)

## **Section 3: Local Board of Health Engagement**

### **Newton Health and Human Services**

**Contact Person:** Ruth Hoshino

**Phone number:** (617) 796 1420

**Email:** hoshinor@newton.k12.ma.us

**Address:** 1000 Commonwealth Ave, Newton Ma

### **State Epidemiologist**

**Contact Person:** Dr. Katherine Hsu.

**Phone number:** (617) 983 6948

**Email:** Katherine.Hsu@state.ma.us.

## Section 4: Program Closures and Absences

### Sick COVID-19 Policy

Plowshares will be strictly enforcing the guidelines below with regard to child/and or staff re-entry following illness or exposure:

- In the event that a child begins showing signs of illness or symptoms:
  - The child will be isolated from the group in the designated area of the classroom and a parent or guardian will be called to pick up.
  - The child will need to be seen by their doctor/tested in order to return.
  - The child can return to the classroom if the child tests negative for Covid-19, symptoms have improved, and the child is fever-free without fever reducing medication for at least 24 hours.
  - The child will need Doctor's clearance in order to return.
  
- In the event that a child/staff from the program or a household member of a child/staff tests positive for COVID-19, the director will:
  - Report the positive case to the Department of Public Health
  - Connect with the Epidemiologist from the Department of Heat to discuss next steps.
  - Communicate with affected families

The child can return to the program once they have been released from isolation by DPH. Typically this will be 10 days after the onset of symptoms if the symptoms have improved and the child is fever free without fever reducing medication for at least 24 hours OR 10 days from the test date if the child is asymptomatic.

- In the event a child/staff is identified as a close contact of someone that has tested positive for Covid-19 the child quarantine until they are released by the DPH. In general a close contact with need to quarantine:
  - **7 Days:** If the individual gets a negative test result on or after day five, experiences NO symptoms, and continues to monitor through day 14.
  - **10 Days:** If the individual experiences NO symptoms and continues to monitor for symptoms through day 14.
  - **14 days:** If the individual experiences ANY symptoms during the 14 days.

### Travel and Exposure during COVID-19:

Plowshares will be following Travel Orders issued by the State of Massachusetts. For more information on their recommendation please visit:

<https://www.mass.gov/info-details/covid-19-travel-order>



**Plan #4-Medication Administration Plan** Plowshares will employ strategies to ensure staff and children are properly protected during administration of medication.

**North:** Each Classroom Coordinator will be in charge of administering medications.

**Lincoln Eliot and Franklin:** Each Group Leader/Coordinator will be trained and in charge of administering medications for their assigned group.

Staff giving medications will wear full PPE(gloves, masks, and shields) to administer any medication.

Additional Resources

Department of Early Education and Care

<https://www.mass.gov/orgs/department-of-early-education-and-care>

Newton Health and Human Services

<http://www.newtonma.gov/gov/health/default.asp>

Centers for Disease Control & Prevention (CDC): Coronavirus (COVID-19)

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Department of Elementary & Secondary Education (DESE): COVID-19 Information and Resources

<http://www.doe.mass.edu/covid19/>

Mass.gov: COVID-19 Updates and Information

<https://www.mass.gov/info-details/covid-19-updates-and-information> US Food

& Drug Administration (FDA): Coronavirus Testing Basics

<https://www.fda.gov/consumers/consumer-updates/coronavirus-testing-basic>