



HEALTH & SAFETY PLAN (COVID-19)

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PURPOSE OF DOCUMENT

The Commonwealth of Pennsylvania Department of Education requires each school to develop a Health and Safety Plan before reopening. The Cooperative Nursery School is not required to have its plan approved by the Pennsylvania Department of Education, but is required to have it approved by our school board and posted to our website.

All decision-makers should be mindful that, as long as there are cases of COVID-19 in the greater community, there are no protocols that can completely eliminate transmission risk within our community. Our goal is to keep transmission as low as possible. This document is created for opening in the green phase only. As our commonwealth/county designation flows between the red, yellow, and green phases, our protocols may change.

It is imperative that all students, staff, and co-ops who enter the Cooperative Nursery School (CNS) grounds and/or facility follow strict adherence to Centers for Disease Control and Prevention (CDC), Pennsylvania Department of Education (PDE), and City of Philadelphia guidance as described in this document.

Before each child, staff member, or co-oper begins the school year at CNS, a signed COVID-19 waiver must be submitted to the Administrative Coordinator.

CNS PANDEMIC TEAM

NAME	TITLE	ROLE
David Champagne	Banking Treasurer	Lead community through financial related decision making
Nandini Deo	Board Chair	Lead community through decision making and response efforts
Leah Corsover	Educational Director & Lead Teacher, Pandemic Chairperson	Define, edit, and proof key strategies, policies, and procedures
Kerry Goldman	Lead Teacher	Define, edit, and proof key strategies, policies, and procedures
Pao Souto-Glyn	Parent Representative	Liaison between Board and parent community
Alysia Sheaffer	Health Professional & Parent	Medical consultant
Jessica Stanforth	Administrative Coordinator	Define, edit, and proof key strategies, policies, and procedures

HIGH RISK STAFF/STUDENT PROTECTIONS

Staff and students at [higher risk for severe illness](#) (including older adults and people of any age with underlying medical conditions) will be offered modifications that limit their exposure risk.

Students at high risk will be offered a distance learning model.

Staff at high risk will be offered any modifications needed to reduce risk such as, but not limited to: blocking off workspace to create a physical barrier, utilizing tele-services for meetings, and working from home whenever possible.

DROPPING OFF AND PICKING UP CHILDREN

Drop off times at CNS tend to be naturally staggered. However, if drop-off becomes congested, we may move to scheduled drop-off times.

Ideally, the same parent or designated person should drop off and pick up your child every day. If possible, older people such as grandparents or those with [underlying conditions](#) which put them at risk for severe illness from COVID-19 should not drop off/pick up children.

As you approach the school via the parking lot, please be mindful that we can only process one family at a time at the gate. In order to practice social distancing in the parking lot, we will mark the next 3 spots back from the gate to wait in line for the check-in process.

The electronic screening form will serve as your child's sign-in for the day.

When picking up your child from CNS at the end of their school day, a teacher will be available at the gate to ensure your child will gather their belongings and come to you. Please stay in the designated waiting zone until your child is delivered to you at the gate. An electronic sign-out method will be provided.

SCREENING OF STAFF/CHILDREN/CO-OPERS UPON ARRIVAL

Persons who have a fever of 100.40F (38.00C) or above, or other signs of illness, will not be admitted to CNS. Parents are expected to be on the alert for signs of illness in their children and must keep them home when they are sick for the good of the community. If you are keeping your child home due to illness, please notify the school before opening time and provide symptom information.

Before arriving at the school for drop-off, the parent/person dropping the child off shall complete all but the temperature field of the "CNS Daily Screening" Google form. This form will also serve as your child's sign-in for the day.

Upon arrival at the school, you will find a teacher just inside the gate. Please guide your child to the check-in spot identified just outside of the gate. Hand sanitizer will be available at the gate. The teacher will make a visual inspection of your child for signs of illness, which could include flushed cheeks, rapid or difficult breathing (without recent physical activity), fatigue, or extreme fussiness.

The teacher will then conduct a temperature screening using a no contact thermometer, and the parent will fill in that temperature reading before submitting the form.

If your child does not pass the initial screening, he/she/they will not be admitted to CNS. In case of temperature, new loss of taste or smell, gastrointestinal symptoms, or atypical rash on fingers/toes, your child may not return to CNS until symptoms have resolved without medication for at least 72 hours. Please see further instructions below if COVID-19 is suspected.

Teachers and co-ops entering CNS will also be required to complete and pass the daily screening before entering the school grounds. Please note that CNS is asking co-ops to leave siblings at home when co-oping; this will help CNS keep our total school population within guidelines.

All data submitted from daily screenings will be stored in a Google database.

Visitors

Non-essential visitors will not be permitted onto school grounds.

In case of an emergency for which an essential visitor must be allowed on the premises, the visitor will be required to show proof of identification and submit to a screening. Visitors must also follow all safety protocols, including mask wearing and hand sanitizing.

All children/staff/co-ops will be restricted from the location being worked in by the visitor.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

HYGIENE PRACTICES

Healthy Hands

All children, staff, and co-ops shall engage in hand hygiene, washing or use of hand sanitizer, at the following times:

- Arrival to the facility and after breaks
- After handling electronic devices
- Before and after handling food or drinks
- Before and after eating
- Before and after administering medication or medical attention
- After physical contact with another person
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid (e.g. a sneeze, cough, urine, feces)
- After playing outdoors or in sand
- After handling garbage

If washing hands with soap and water, soap should be lathered on palms, backs of hands, between fingers, and on the wrists for at least 20 seconds before rinsing. If soap and water are not available, alcohol-based hand sanitizers with at least 60% alcohol may be used. If hands are visibly dirty, soap and water must be used as hand sanitizer would not be sufficient.

Children are to be supervised by staff while hand washing/sanitizing to ensure thoroughness and to prevent ingestion.

There are five hand washing sinks available inside the school building; three at the handwashing station and one in each of the two bathrooms. Two outdoor hand washing stations will be installed prior to the start of school and will be located outdoors. Hand sanitizing pumps will be available in multiple locations inside the school and outdoors. Daily co-oping tasks will include checking soap and sanitizer solution levels, refilling as necessary, and wiping each down with a disinfectant.

Posters will be placed around the facility and grounds as reminders of these procedures.

Face Coverings

As per PA Dept of Health guidelines, everyone who enters the school grounds must wear a face covering until further notice. CNS is following the model of the School District of Philadelphia for acceptable mask materials.

“Acceptable masks include disposable surgical masks, cloth masks purchased or made from household items, and gaiters. Clothing and household items (like scarfs, t-shirts, sweatshirts, or towels) are not acceptable in original form for use as masks.”

There are limited exceptions as specified by the order (see excerpt below). If your child falls into this category, please make sure their health report reflects such. Exceptions to mask requirements will be made if wearing a mask is not possible due to medical conditions, disability impact, or other health or safety factors. Face shields will be a viable alternative to masks for those with medical, behavioral or other conditions precluding them from wearing masks.

“Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.”

Disposable masks should be replaced daily. Cloth masks should be laundered daily. Students and co-ops are expected to provide their own masks. It is required that everyone bring an extra mask along as a back-up each day.

The mask may be removed while eating or drinking or napping, if a 6-foot distance is maintained. Students will be instructed when they may take “mask breaks” and remove their masks. In situations of mask removal when a 6-foot physical distance from others cannot be achieved, CNS will offer a barrier for protection.

Source: <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx>

Materials

Each child will be provided with a bin to keep their personal belongings in each day. Personal belongings are not to be stored in the school overnight, and are to be brought home each day at pick-up. Shared materials will be cleaned/disinfected or quarantined after each use before being made available to students again.

PHYSICAL DISTANCING

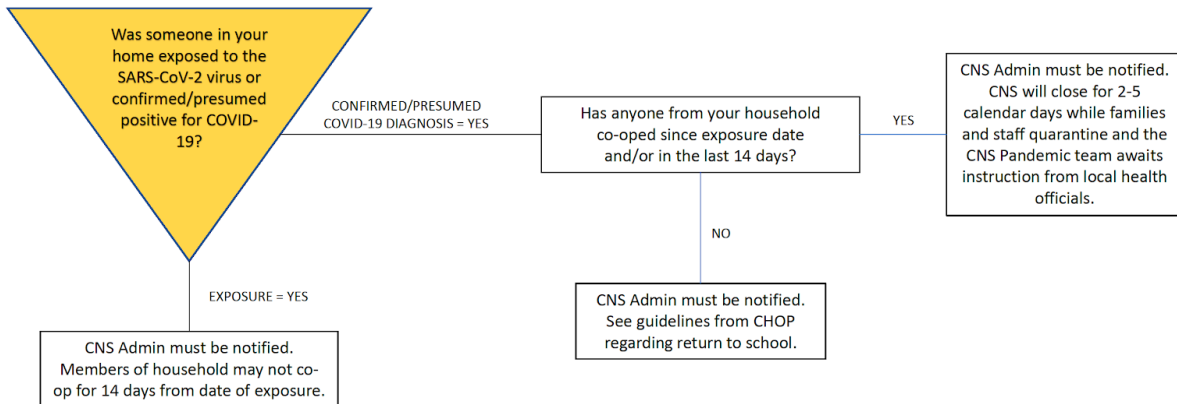
All children enrolled at CNS will be allowed to use the outdoor space freely. They will be encouraged to spread throughout the entire area to reduce group sizes. The morning program will be 100% outdoors whenever possible. Children will be divided into two groups, by age, for outdoor Circle Time.

In the case of inclement weather (e.g. lightning, high winds, or any situations where staff determine that physical safety is a concern), students will be divided into two groups to move indoors. These groups will be static and defined by attendance. CNS will be mindful to keep these groups at 25 total humans (including staff) or fewer. Co-ops may be sent home if the situation dictates, based on guidance from the staff.

For snack and lunch times, additional tables will be purchased to allow for adequate spacing. All food will be brought from home along with a personal water bottle for each child. These items will be kept in the child's assigned bin during the school day. In the event of continued inclement weather, the bins will be brought inside to the student's assigned location. Please note that physical distancing may not be feasible when this occurs.

EXPOSURE & QUARANTINE PROTOCOLS

A positive COVID-19 test or any known exposure to SARS-CoV-2 for anyone in the home needs to be reported to the CNS Admin or Director before the following day of school or within 24 hours, whichever is sooner. Because of the long incubation period, the potential exists for the virus to spread through the CNS community via anyone entering the grounds/facility. Our shift to an outdoor model with social distancing and use of face coverings should minimize the risk of transmission, but communication and vigilance are necessary to keep our community healthy.



The CNS community will follow these guidelines, provided by CHOP, for determining when an infected child/staff member/co-oper can return to the school (subject to change by CHOP, please see source link below):

Symptomatic individual/child with test positive:

Exclude for 10 days from symptom onset
AND at least 3 days after fever resolution (if present)
AND improved respiratory symptoms

Symptomatic individual/child not tested:

Exclude for 10 days from symptom onset
AND at least 3 days after fever resolution (if present)
AND improved 7 respiratory symptoms

Symptomatic individual/child determined to have an alternate cause or illness by their primary medical doctor:

Exclude until symptoms resolve

Symptomatic individual/child with test negative:

Exclude until afebrile for 24 hours (if fever present)

AND improved respiratory symptoms

Exposed and asymptomatic:

Exclude for 14 days from last exposure **if remains asymptomatic**

OR

Exclude until meets criteria #1/2 **if becomes symptomatic**

Additionally, CNS will follow the below guidance from the CDC:

“When a confirmed case has entered a school, regardless of community transmission:

Any school in any community might need to implement short-term closure procedures regardless of community spread **if an infected person has been in a school building**. If this happens, CDC recommends the following procedures regardless of the level of community spread:

Coordinate with local health officials. Once learning of a COVID-19 case in someone who has been in the school, immediately notify local health officials. These officials will help administrators determine a course of action for their childcare programs or schools.

Dismiss students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Local health officials’ recommendations for the scope (e.g., a single school, multiple schools, the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During school dismissals, also cancel extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events).
- Discourage staff, students, and their families from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend’s house, a favorite restaurant, or the local shopping mall.

Communicate with staff, parents, and students. Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- This communication to the school community should align with the communication plan in the school’s emergency operations plan.
- Plan to include messages to counter potential [stigma](#) and discrimination.
- In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

Clean and disinfect thoroughly.

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection most common EPA-registered household disinfectants should be effective.
 - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#)
 - Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 - Additionally, diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing: 5 tablespoons (1/3 cup) bleach per gallon of water or 4 teaspoons bleach per quart of water
 - Bleach solution must stay on surface for five minutes to ensure sanitization
 - Food contact surfaces and surfaces likely to be touched by a child should be rinsed with water after being disinfected.”
- Additional information on cleaning and disinfection of community facilities such as schools can be found on [CDC's website](#).

Sources:

1. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>
2. <https://policylab.chop.edu/sites/default/files/pdf/publications/PolicyLab-FAQ-Reopening-Doors-of-Child-Care-Safely.pdf>

Travel Related Requirements

Staff and families are asked to comply with guidelines posted here:

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

This may include self-quarantining for a period of time after returning from travel to high risk areas.

Illness at School

CNS staff will perform ongoing screening throughout the day in an effort to limit the transmission of COVID-19. If a child, staff member, or co-oper develops a fever of 100.4 °F or greater OR any combination of the following symptoms (outside of allergies), he/she/they will be isolated at the school:

- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea
- atypical rash on fingers/toes

A parent/guardian/emergency contact will be required to promptly pick up the child; if the impacted person is a staff member or co-oper, they will be sent home immediately.

Expectations for Staff in the Event of Exposure/Quarantine/Illness

“The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.[1] The Department of Labor’s (Department) Wage and Hour Division (WHD) administers and enforces the new law’s paid leave requirements. These provisions will apply from the effective date through December 31, 2020.”

See <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave> for details.

NOTE: For non-profits, “Employers covered under the act are entitled to a refundable tax credit equal to 100% of the qualified sick leave wages paid. The tax credits are applied against the employer portion of Social Security taxes.”

Sources:

1. <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>
2. <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions#12>
3. <https://www.501c.com/more-virus-news-how-the-ffcra-affects-nonprofits/>

Guest Teachers (Staff Absence)

A pool of guest teachers will be established prior to the start of the school year. In situations that call for prolonged teacher absence, all attempts will be made to utilize a guest teacher that can remain in place for the duration of the absence.

Guest teachers must adhere to all of the stated safety guidelines and expectations as defined above for all staff. This includes proper waiver signing, handwashing, wearing of a face mask or face shield when applicable, and daily symptom and temperature checks.

CLEANING, SANITIZING, AND DISINFECTING

An overview of these practices is provided here. The separate document will be used as a daily checklist for co-ops and staff.

The school’s water fountain is disabled. Water bottles will be refilled by teachers as necessary. If a school glass/cup is used, it will be sanitized in our commercial dishwasher before being returned to the cabinet.

High touch surfaces will be cleaned several times each day. A more thorough cleaning of the school will take place each evening after 3pm.

Outdoor toys (bikes, sandbox items, mud kitchen items, etc.) will be cleaned and sanitized by a co-oper after each use. A “dirty” bin will be supplied at each station for these items as well as a “clean” bin for the children to retrieve items from. Manipulative toys used during Circle Time or Inquiry will be rotated to allow for 72-hour quarantine time between uses.

Rest mats will be sanitized after each use, before being returned to storage.

The school's kitchen is to be used by staff members only. After use of any item, the staff member is expected to use a sanitizing wipe to disinfect all surfaces touched.

The office is to be used by staff members only. After use of any item, the staff member is expected to use a sanitizing wipe to disinfect all surfaces touched.

Ventilation

Two of the doors, the main entrance and the upstairs room, shall be opened each morning for 15 minutes by staff before the school opens. The third door is shared with the rental apartment above the school and should only be used in case of emergency.

Windows in the upstairs room, office, and near the loft will be reconstructed to be able to open (with a screen) to allow for cross ventilation. If the weather is conducive, the windows shall be opened upon arrival by staff each morning and left open throughout the school day. Staff will close the windows before leaving the school for the day. In case of inclement weather, the windows should be closed during the day and opened again for 15 minutes at the end of the school day or when the weather is again conducive.

The bathrooms are equipped with exhaust fans which shall be turned on each morning when staff arrives and left on throughout the school day. They shall be turned off by staff at the end of the school day.

First Aid

First aid kits will be available both inside and outside of the school. In the event of an injury, a teacher will attend to the injured child while wearing fresh disposable gloves. All items used to treat the child shall be disposed of immediately as well as the gloves. Any reusable items (such as wound wash), shall be wiped off with a sanitizing solution before being returned to the first aid kit. The teacher shall wash his/her/their hands before and after attending to the child's needs.

If the injury requires further medical attention, existing protocol shall be followed including calling emergency contacts or EMS as needed. Teachers/Co-ops are not to transport children for emergency care.

MODIFICATIONS TO IN-PERSON INSTRUCTION DUE TO CLOSURE

If guidance from state and local authorities demands smaller group sizes, the COVID-19 planning committee will consider shifting to an alternating day schedule.

If guidance from state and local authorities demands closing in-person facilities, we will implement distance learning procedures. These will be prepared by teachers ahead of time, and will include packets of activities and a schedule of Zoom meetings to connect with peers and teachers, as detailed below.

If school closures remain effective for longer than four continuous weeks, the board will consider furloughing staff and minimizing tuition to cover the basics of rent and utilities.

Sample CNS Distance Learning Model 2020-2021

Zoom Schedule - all optional, with a goal of 1.5 hours of virtual instruction per day:

1. Daily small group themed “play dates” (scavenger hunt, storytelling, show and tell, dance/music).
2. Separate circle times with read-alouds and activities (2x per week)
3. Daily lessons using materials provided in kits.

Activity packets will be made available for no-contact pickup at CNS unless the school is closed due to community exposure/spread.

Book packets containing lending library bags with themed books and activity suggestions may be provided. Our expectation is that they are returned and quarantined at the school before including them back into our library.

HEALTH AND SAFETY TRAINING

All staff and families will participate in training seminars prior to the school opening.

COMMUNICATION

Alerts of an emergent nature will be provided to the CNS community via Remind, our Google Group, and/or email. Our bi-weekly newsletter will also contain non-emergent information.

TRANSPORTATION

CNS does not provide transportation for students or staff, except in the event of field trips. While under activity restrictions related to SARS-CoV-2, all field trips are suspended.

HEALTH AND SAFETY PLAN AFFIRMATION STATEMENT

The Board of Directors for the Cooperative Nursery School at the Unitarian Society of Germantown reviewed and approved the Health and Safety Plan on July 19, 2020.

This plan was approved by a vote of:

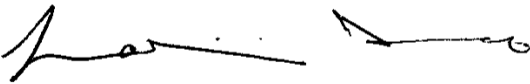
6 Yes

0 No

0 Abstain

Affirmed on: July 20, 2020

By:

A handwritten signature in black ink, appearing to read 'Nandini Deo', written over a horizontal line.

Signature of Board Chair:

Nandini Deo

Print name of Board Chair