

*These policies and procedures may be amended and is subject to change depending on local conditions and changes in requirements at the Federal, State and Local levels. We will continue to monitor the situation and adapt as needed. --Board Approved May 20, 2020.*

## **Opportunity School Re-Opening COVID-19 Practices and Procedures**

### **Updates for Staff and Families**

Due to the COVID-19 pandemic, Opportunity School has been closed since March 23, 2020. Plans for reopening will depend on the local guidance as well as directives from State Licensing. The purpose of this plan is to minimize as much risk as possible to our staff and the families we serve as we reopen.

### **What we know about COVID-19**

The COVID-19 virus is thought to spread mainly from person-to-person and from droplets on surfaces.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Droplets can also land on surface When contaminated surfaces are touched by other people, the virus can be transmitted when that person touches their face.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
- Symptoms may appear 2-14 days after exposure to the virus. Adults or children with these symptoms or combination of symptoms may have COVID-19:
  - Cough
  - Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever, feeling feverish with a measured temperature of 100.0
- Chills, repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Diarrhea

Children have similar symptoms to adults and generally have mild illness.

Knowing these facts, Opportunity School with a thorough review of the guidance from the CDC, our state's Department of Health and Human Services and child care licensing, will implement many new safety measures for families, children and teachers to follow so that minimize the risk of the illness spreading and keeping everyone as healthy as possible.

*These policies and procedures may be amended and is subject to change depending on local conditions and changes in requirements at the Federal, State and Local levels. We will continue to monitor the situation and adapt as needed. --Board Approved May 20, 2020.*

## **Social Distancing Strategies**

Opportunity School staff and families will follow these social distancing strategies for the foreseeable future and until the local health authorities provide guidance that these requirements are no longer needed. Initially when we reopen, we will only be able to serve children of essential workers.

- During arrival and drop off times, we will ask family groups to keep at least a 6-foot distance. We will have staff conduct a health screening questionnaire and take temperatures before the child enters. This screening process is required by law and will happen at the entrance to the center.
- Drop off and pick up should limit direct contact between parents and staff and adhere to social distancing recommendations.
- If possible, the same family member should drop off and pick up every day.
- If possible, classes should include the same group each day, and the same teaching team will remain with the same group each day. Opportunity School will structure staffing and hours to ensure consistency within classrooms if staffing allows.
- If there is illness that reduces staffing levels or class enrollment, we may elect to close classrooms as needed.
- Depending on the needs, we may consider creating a separate classroom or group for the children of healthcare workers and other first responders.
- Until further notice, we will not be holding any special events such as festivals, holiday events, and classroom parties.
- We will carefully consider eliminating any daily group activities that may promote transmission.
  - Keep each group of children in a separate room.
  - Limit the mixing of children, such as staggering playground times and keeping groups from being in the hallway at the same time.
  - Being outside, on walks, on the playground, etc., as much as possible.
- Administrative staff should rotate schedules and try to limit the number of people in the same office while others continue working from homes.

## **Mealtimes**

We will continue to use health department rules and regulations for preparing foods at safe temperatures, clean and sanitize touched areas, and serve using strict safety measures to keep our children and staff safe. Our Food Service Manager and our Cooks will monitor each meal service to make sure everyone is using all these safety measures as well.

Food will be individually served for children. Food carts will not be brought into the classrooms to minimize contact.

All staff will be retrained on effective hand hygiene and food safety practices including:

- Handwashing with soap and water for at least 20 seconds before serving and especially after using the restroom.
- Effective respiratory hygiene including covering mouth and nose during coughing or sneezing.
- All cooks and teachers are required to wear hairnets, gloves, and face mask during meal services while preparing and serving food.

*These policies and procedures may be amended and is subject to change depending on local conditions and changes in requirements at the Federal, State and Local levels. We will continue to monitor the situation and adapt as needed. --Board Approved May 20, 2020.*

We will restrict the number of employees in shared spaces, including kitchens and to maintain at least a 6-foot distance between people.

All food carts will be left outside of classrooms while serving. After each meal service all leftover items must be discarded into trash and left on bottom of carts our Cooks and Food service manager will gather these items to be disposed of immediately.

Our Food Service Manager will maintain contact with our local health department for changes if needed.

## **Guideline for onset of illness at school**

### **Child**

- Children who appear to have symptoms (i.e. fever, cough, shortness of breath) upon arrival will be sent home.
- If a child becomes sick during the day. The first teacher will remove child to the back room and keep child comfortable until the family can arrive.
- The second teacher will immediately call the child's family and request an immediate pick up.

### **Employee**

- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other people and sent home.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).

## **Guidelines for onset of illness while at home**

### **Parents of Enrolled Children**

- Stay home: If a child becomes sick at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that you notify us and keep your child at home. Do not bring your child to school. Children who appear to have symptoms or not feeling well, will be sent home.
- Follow our current Illness Policy to understand the return to school policy. If symptoms are consistent with Covid-19, please phone your child's pediatrician and ask for guidance. Please phone us and share that guidance so that Opportunity School will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.

*These policies and procedures may be amended and is subject to change depending on local conditions and changes in requirements at the Federal, State and Local levels. We will continue to monitor the situation and adapt as needed. --Board Approved May 20, 2020.*

## Employee

- Stay home: Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Stay in touch with your doctor
- Stay away from others: As much as possible, you stay away from others. You should stay in a specific “sick room” if possible, and away from other people and pets in your home. Use a separate bathroom, if available.
- Maintain intensive hand washing and hygiene while at home to protect others in your household.
- If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include\*:
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion or inability to arouse
  - Bluish lips or face

## Family members

- If an employee is caring for a sick household member, follow recommended precautions and monitor your own health
- Have the person stay in one room, away from other people, including yourself, as much as possible.
  - If possible, have them use a separate bathroom.
  - Avoid sharing personal household items, like dishes, towels, and bedding
  - Have them wear a cloth face covering (that covers their nose and mouth) when they are around people, including you.
  - You and other family members should also wear a face mask while in the same room with them.
  - If the sick person needs to be around others (within the home, in a vehicle, or doctor’s office), they should wear a cloth face covering that covers their mouth and nose.
- Wash your hands often with soap and water for at least 20 seconds, especially after interacting with the sick person. If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth.
- Every day, clean all surfaces that are touched often, like counters, tabletops, and doorknobs
  - Use household cleaning sprays or wipes according to the label instructions.
- Wash laundry thoroughly.
  - If laundry is soiled, wear disposable gloves and keep the soiled items away from your body while laundering. Wash your hands immediately after removing gloves.
- Avoid having any unnecessary visitors.
- For any additional questions about their care, contact their healthcare provider or state or local health department.
- Keep surfaces disinfected and avoid sharing personal items

*These policies and procedures may be amended and is subject to change depending on local conditions and changes in requirements at the Federal, State and Local levels. We will continue to monitor the situation and adapt as needed. --Board Approved May 20, 2020.*

- Monitor for emergency signs, prevent the spread of germs, treat symptoms, and carefully consider when to end home isolation.

### Children/Staff who have had close contact with a person with symptoms or diagnosed with COVID-19

- Children who have symptoms should stay home.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who has been in close contact with a lab-confirmed case of COVID-19 should notify their supervisor. Employees will not be able to return to work until the end of the 14-day self-quarantine period from the last date of exposure or with a negative test result.
- If an employee is confirmed to have COVID-19 infection, Opportunity School will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act. If they have worked in **close proximity**, the decision will be made along whether additional employees will need to self-quarantine for 14 days or be tested and return with a negative test.
- Fellow employees who have not worked in close proximity should self-monitor for symptoms (i.e., fever, cough, or shortness of breath) on an ongoing basis.
- Employees should not return to work until the criteria to end home isolation is met as instructed in consultation with healthcare providers and state and local health department.

### Children/Staff with COVID-19 symptoms who have home isolated can stop isolation with these conditions

- If a test was not administered to determine if you are still contagious, children and staff can return to school after these three things have happened:
  - No fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)  
AND
  - other symptoms have improved (for example, when cough or shortness of breath have improved)  
AND
  - at least 7 days have passed since symptoms first appeared
- If the employee or child has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, then we must have a medical professional's note clearing the individual for return based on an alternative diagnosis.
- If you received a positive test, then your doctor will follow CDC guidelines. If you have received a positive test, you will need a doctor's note to return to work.

*These policies and procedures may be amended and is subject to change depending on local conditions and changes in requirements at the Federal, State and Local levels. We will continue to monitor the situation and adapt as needed. --Board Approved May 20, 2020.*

**Persons with laboratory-confirmed COVID-19 who have not had any symptoms** may discontinue isolation when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness and they remain asymptomatic. For 3 days following discontinuation of isolation, these persons should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other people are present. In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator. (Time-since-illness-onset and time-since-recovery strategy (non-test-based strategy) April 4 guidance from CDC)

## **Staff paid sick time and mental health**

The Emergency Sick Leave Act (ESLA) provides up to 10 days of paid sick leave (in addition to existing PTO that Opportunity School provides) for any employee who misses work for one of these reasons:

- Employee is subject to government quarantine; or
- Employee has been advised by a healthcare provider to self-quarantine; or
- Employee is experiencing symptoms and seeking a diagnosis; or
- Employee is caring for an individual subject to quarantine or self-quarantine as advised by healthcare provider; or
- Employee is caring for children under 18 because schools or “caregivers” are unavailable; or
- Employee is experiencing any other condition that is substantially similar to COVID-19, as specified in the symptoms above.

**Extended Leave** - If you need extended Family Leave, please schedule a time to meet with your supervisor, along with Jill or Cindy to discuss your circumstance.

**Mental Health Support** – If you need support for your mental health during this time, don’t suffer in silence. Please talk with your supervisor, Lesley, Jill or Cindy. We can help put you in touch with resources.

## **If Opportunity School has a case of Covid-19, we will:**

- Notify families and staff of the exposure.
- Report the confirmed case to the local health department and follow their specific guidelines regarding any next steps including any recommendations from local officials.
- Determine the date of symptom onset for the child/staff member.
- Determine if the child/staff member attended/worked at the program while symptomatic or during the 2 days before symptoms began.
- Identify what days the child/staff member attended/worked during that time.
- Determine who had close contact with the child/staff member at the program during those days.
- Exclude the children and staff members who are determined to have had close contact with the affected/child/staff member for 14 days after the last day they had contact with the affected/child/staff member.

***These policies and procedures may be amended and is subject to change depending on local conditions and changes in requirements at the Federal, State and Local levels. We will continue to monitor the situation and adapt as needed. --Board Approved May 20, 2020.***

- Close off areas used by the individuals with COVID-19. 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. If 24 hours is not feasible, wait as long as possible
  - Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
  - If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection
    - When cleaning•
      - Wear disposable gloves for all tasks in the cleaning process, including handling trash.
      - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
      - Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.
      - Wash your hands often with soap and water for 20 seconds.
      - Always wash immediately after removing gloves and after contact with a sick person.

**If recommended by local officials, we may need to dismiss students and most staff for a period of time (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 and duration of closing 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.

## **Health Screening of Children/Staff**

All children and staff are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees.

### **Child**

- Perform hand hygiene either by washing hands or supervised use of hand sanitizer.
- Staff will wear a mask and gloves while checking child's temperature.

***These policies and procedures may be amended and is subject to change depending on local conditions and changes in requirements at the Federal, State and Local levels. We will continue to monitor the situation and adapt as needed. --Board Approved May 20, 2020.***

- Check each child's temperature upon arrival. Currently, as of the Governor Abbott's announcement GA18 on 4/27/2020, a fever is considered 100 degrees or above.
- Ask parent screening questions. See **Health Screening Questionnaire**.
- Contactless thermometers will be used when available. If it touches the person, it must be disinfected before and after use of checking child's temperature
- If performing a temperature check on multiple individuals that requires touch, ensure that a clean pair of gloves is used for each individual and that the thermometer has been thoroughly cleaned in between each check. If a contact-less thermometer is used, then just cleaning the reader between uses with the same swab as long as it remains wet.
- Staff should wash their hands, neck, and anywhere touched by a child's secretions.
- Staff should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine. Infants, toddlers, and their teachers should have multiple changes of clothes on hand.
- Show the temperature to the parent, and have the parent write in the correct column the child's temperature.
- Staff should sign off on Student/Staff Arrival Questionnaire

### **Staff member**

- Staff should expect to arrive at least 5-10 minutes early than their scheduled shift.
- All staff should take their own temperatures and record it on their temperature log; turn in logs to supervisors on weekly basis. Logs will be kept confidential.
- Staff should either have their own thermometer from home, or use school thermometer, depending on supply and demand issues.

## **During the day- Safety and Prevention**

### **Arrival of children**

- Plan for entryway drop off and pick up to limit direct contact between parents and staff members and adhere to social distancing recommendation.
- The same parent or designated person should drop off and pick up the child every day
- If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.
- Children will be signed in by the staff, so families don't have to handle the pen and paper.
- Parents should use the Hand hygiene station set up at the entrance of the facility, so that children can clean their hands before they enter.
- Check each child's temperature upon arrival. Families also need to complete a daily summary of child's exposure to Covid-19, and if child has any of the identified symptoms set by the CDC guidance, the child should not be permitted to attend.
  - There are several methods that staff can use to protect themselves while conducting temperature screenings. The most protective methods incorporate social distancing (maintaining a distance of 6 feet from others) or physical barriers to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

***These policies and procedures may be amended and is subject to change depending on local conditions and changes in requirements at the Federal, State and Local levels. We will continue to monitor the situation and adapt as needed. --Board Approved May 20, 2020.***

- Assure that the family has completed the sign in/check in sheet
- Staff will escort children to their classroom; help child remove coat and get hands washed.

### **Arrival of Staff**

- Staff must wear a mask all day excluding mealtimes and/or break time. Infant and Toddler teachers – at this time, it is not recommended that you wear a mask due to the nature of the need for those facial cues for communication.
- Bring a change of clothes in the case of an accident. Other than that, bring as little as possible into the center. Only what you will need for the day.
- Place your items down and wash hands.
- Spray your lunch bag down with bleach and water and place in refrigerator
- Put other items away. Spray the area that you left your belongings on
- Sign in, wash hands and put on your mask

### **Departure of children**

- Pick up will happen the same as drop off except that parents can call in and pick up in the circle drive.
  - Upon arrival into the driveway and parking area, the family will phone the center of their arrival.
  - The staff member will gather the child's things.
  - The staff member will have child wash his/her hands.
  - Staff member will take child, belongings, and clipboard to the family who will complete the pickup time in the parking lot.

### **Departure of Staff**

Once all children have departed and center is cleaned

- Clean and sanitize classroom.
- Wash mask in soap and water and disinfect in bleach and water, hang to dry.
- Wash hands.
- Take all belongings home.

### **Various times of the day**

- All children's blankets, slippers or inside shoes, extra clothes are to stay at the center to reduce the transmission of Covid-19 from home to school
- Keep classroom size as small as possible. Current Covid-19 recommendations as of 4/14/20 is no more than 10 people in a group; 8 children and 2 teachers per classroom.
- At nap time, ensure that children's cots (or cribs) are spaced out as much as possible, ideally 6 feet apart. Continue to practice head to toe in order to further reduce the potential for viral spread.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered as a high risk for transmission and do not need additional cleaning or disinfection procedures. We do encourage a light spray down of bleach throughout the day
- No touch trashcans in classrooms instead of cans that require a hand to touch

***These policies and procedures may be amended and is subject to change depending on local conditions and changes in requirements at the Federal, State and Local levels. We will continue to monitor the situation and adapt as needed. --Board Approved May 20, 2020.***

- Use of cloth face covering for each staff person at all times while in the workplace is highly recommended by federal, state and local officials. Instructions for use of cloth face covering are available from the CDC. Exemptions include:
  - Infant and Toddler teachers due to communication and modeling through facial cues.
  - Anyone for whom doing so would be contrary to his or her health or safety because of a medical condition.
  - A child in a childcare setting

### **Midday cleaning**

- Clean all surfaces and high-touch areas in your classrooms using our normal cleaning processes.
- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant. (Normal 4 step process)
- Allow adequate time for surfaces to dry but ensure wet for at least a period of one minute.
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

### **Laundry**

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers and baskets according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

### **Clean and Sanitize Toys**

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside immediately until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a dishwasher.
- Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys are not to be used during Covid-19 or must be laundered as soon as a child finishes playing with it
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

*These policies and procedures may be amended and is subject to change depending on local conditions and changes in requirements at the Federal, State and Local levels. We will continue to monitor the situation and adapt as needed. --Board Approved May 20, 2020.*

## **Washing, Feeding, or Holding a Child**

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children.

- Staff can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
- Staff should wash their hands, neck, and anywhere touched by a child's secretions.
- Staff should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and staff should have multiple changes of clothes on hand in the childcare center or home-based childcare.
- Staff should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

## **Group Size**

Group size during the Covid-19 Pandemic is to limit no more than 8 children in one classroom with two teachers for a total group size of 10. There will be no co-mingling of classrooms if at all possible.

## **Hand washing**

All children, staff, and volunteers should engage in hand hygiene at the following times

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- After diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage
- After blowing one's nose, coughing, or sneezing
- After using the restroom
- Before coming in contact with any child
- After touching or cleaning surfaces that may be contaminated
- After using shared equipment like toys, computer keyboards, mouse, scissors, pens. etc.
- All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds
  - Turn water on and wet hands, remove from water
  - Add soap to hands and create friction to make bubbles
  - Scrub for 20 seconds, sing Happy Birthday or ABC's
  - Staff member should use a scrub brush under nails

*These policies and procedures may be amended and is subject to change depending on local conditions and changes in requirements at the Federal, State and Local levels. We will continue to monitor the situation and adapt as needed. --Board Approved May 20, 2020.*

- Rinse hands under running water
- Dry hands with single use paper towels
- Turn off faucet with paper towels

### **Alcohol based sanitizers**

Use of an alcohol-based hand sanitizer should only be practiced when soap and water method is not available. If a child needs to use alcohol-based sanitizer, an adult/staff member must be physically present to observe and guide child in proper use.

### **Respiratory Hygiene**

- All staff should cough and sneeze with tissues or the corner of the elbow.
- Encourage children when appropriate to cover coughs and sneezes with tissues or the corner of the elbow.
- Dispose of soiled tissues immediately after use.
- Wash hands immediately.

### **Eliminating transmission points**

- Reduce common touch points by opening internal doors where possible.
- Install all no-touch disposal receptacle or remove lids that require contact to open for non-hazardous waste containers unless doing so creates an unsanitary environment.
- Frequent cleaning of all touch points.
- Secure all secondary doors and access points to minimize incidental contact.
- Recommended to provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down.
- Staff should not share phones, desks, or other work tools and equipment, when possible. If shared, clean and disinfect equipment before and after use. For example, copier, laminator, etc.
- Employees should clean their personal workspace at the beginning and the end of every shift.
- If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.

### **Please keep these things in mind:**

Opportunity School is prepared to change our business practice to maintain critical operations this may include enrolling on a temporary basis, children of various ages of essential personal including our own staff members.

#### **For employees with school age children needing care:**

- Unless your child is attending Opportunity School, you will need to secure childcare for your children in order to return to work. At home or with a family member is best.
- If you are unable to find suitable childcare, please let your supervisor know and we will see how we can help.

***These policies and procedures may be amended and is subject to change depending on local conditions and changes in requirements at the Federal, State and Local levels. We will continue to monitor the situation and adapt as needed. --Board Approved May 20, 2020.***

**For families needing care:**

- For enrolled students (as of March 20), we will limit return to school to essential workers only beginning Tuesday, May 26.
- Parents will have to provide information that they are 1) essential with documentation from their employer; 2) are not able to work from home; and 3) have no other in-home option. All three criteria must be met in order for children to return to care.

**Maintaining Consistency of staff:**

- While assuring that same staff person is to remain with the same children over the course of the day is ideal, we will do our best in this regard. It is understandable that absenteeism may increase in employees, those who stay home to care for sick family members or becoming sick themselves. Opportunity School will monitor and respond to absenteeism at our campuses to provide consistency to the best of our ability.

**Availability of supplies:**

We will continue to stay up to date with vendors to be able to purchase critical goods and services. Some good and services may be in higher demand or unavailable. If for some reason there is not adequate PPE for a childcare center, cleaning supplies, paper supplies, the Executive Director, in consultation with the board may decide to close the center until proper materials have arrived

- Currently, the best defense to Covid-19 is hand washing therefore, using gloves all day everyday could become the false security therefore gloved hands will be reserve for the following times
  - Universal Precautions
  - Diaper changing
  - Nose blowing
  - Garbage removal

**Visitors to Opportunity School:**

The Director or her designee will communicate often with companies including fire and safety that enter the building about the importance of sick employees staying home. The procedures for these persons to enter the building

- Visitors conducting business must wear a mask
- Director or her designee will take visitors temperature
- The visitor will complete a questionnaire form

**Family/Staff Communication:**

- Communication is important for all center staff and families. Regular communication will continue through email, text and social meeting. Teachers and Directors will also reach out individually to the families in their class.

*These policies and procedures may be amended and is subject to change depending on local conditions and changes in requirements at the Federal, State and Local levels. We will continue to monitor the situation and adapt as needed. --Board Approved May 20, 2020.*

## **Opportunity School**

### **Acceptance of New Procedures for Children/Families/Staff**

Anyone who is using Opportunity School as an employee or the family of an enrolled child at Opportunity School must read, sign, agree and follow the policy and procedures in order to participate in Opportunity School's program.

I have read and fully understand these policy and procedures for Covid-19. I also understand that this document can be changed at any time with or without notice by the Executive Director or the Board of Directors.

I understand that the safety, health and the well-being of children, families, and staff rely on my due diligence to ensure that myself and my family follow Social Distancing rules set by the Governor at any given time.

\_\_\_\_\_  
Family/Staff Signature

\_\_\_\_\_  
Date