



ST. PAUL EARLY CHILDHOOD CENTER
PANDEMIC OPERATIONAL PROTOCOLS & GUIDELINES
PARENT-STUDENT HANDBOOK 2020-2021

BEFORE SCHOOL DROP OFF PROCEDURES:

- All students will enter through Door 5.
- Drop off times will be staggered at school entrance
- If you see two students (families) in line at the entrance, please wait in your car until at least one has been admitted into the school.
- Parent/legal guardian or authorized person and student must wear a face covering, as well as maintain social distancing until health check (temperature taken/series of questions have been answered) has been completed at the entrance.

DAILY HEALTH CHECK:

- There will be a daily temperature and symptom screening verification for all staff, students and visitors that enter the school building.
- **Parent/legal guardian or authorized person should take their child's temperature at home before coming to school. If a temperature is 99.5° F or higher, please wait 15-20 minutes and check your child's temperature again. If their temperature remains the same or higher, do not bring your child to school.** If the second temperature is within normal range (below 99.5° F), the student may be brought to school where a third temperature check will be given before entering.
- If a child has any of the following symptoms at home, please do not bring them to school:
 - Coughing
 - Sneezing
 - Runny nose or congestion
 - Vomiting, nausea, or diarrhea
 - Fever or chills
 - Shortness of breath or physically fatigued
 - Rash

Symptom checks: Students who display signs of illness will not be allowed to enter the building.

Temperature checks:

- Upon arrival and before entry, all students' temperatures will be taken using a contactless thermometer.
- Parent/legal guardian or authorized person must remain with their student until health check has been completed.
- Any student with an increased temperature of **99.5° F** or above will not be admitted into the building. Students should be monitored at home and fever free for at least 48 hours, without medication before returning to school.
- Should there be symptoms or a temperature of **100.4° F** or higher, the individual should be encouraged to see a medical care provider for evaluation.
- Temperature readings are recorded for each student and a permanent record of the readings are maintained.
- Temperature checks will be taken again prior to lunch.



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Wellness form:

- A Google Form will be emailed to all parents / legal guardians at the beginning of each quarter. A parent/legal guardian or authorized person is required to complete the wellness Google Form that includes a series of health & symptom questions, along with verification that a parent / legal guardian will follow all policies put in place.
- Parent/legal guardian or authorized person must sign and submit form electronically before any child is admitted into the building.
- All wellness forms will be saved and filed.
- Once a student is admitted into the building, a staff member will escort the student to their classroom.
- Students will need to keep a clean pair of indoor shoes at school and are required to change into them before entering their classroom daily.
- Students should wear slip on or Velcro gym shoes only.

AFTER SCHOOL PICK UP:

- Each classroom will have a designated dismissal time.
- Parent/legal guardian or authorized person is to stay in the parking lot and upon arrival, staff will bring each student out to the parking lot.
- Parent/guardian and student must wear a face covering for pick up.

FACE COVERINGS (masks):

Face coverings are an additional step to help slow the spread of COVID-19. We understand that young students may struggle with wearing face coverings, but we ask that all students come to school with either a face mask.

- A face mask or shield must be worn by all students inside the building.
- Reusable face masks must be washed and fully dried daily.
- If a student cannot wear a face mask for medical or health reasons, or is unable to safely & appropriately wear a mask, we ask that a face shield is worn.
- Students will be monitored closely and given multiple breaks from face coverings throughout the day.
- Students do not have to wear face coverings while outside, when social distancing can be maintained.
- Face coverings will be removed at rest / nap time and social distancing will be maintained.
- Face coverings will be removed during lunch and snack times and social distancing will be maintained.

HANDWASHING:

Students will be required to wash hands often throughout the school day.

- **Students will be required to wash hands for 20 seconds:**
 - Immediately upon arrival to school
 - Following restroom use



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- After blowing one's nose, coughing or sneezing
- Before and after lunch and snack times
- After a hands-on activity or play time
- When returning from the playground, physical education, or any other classroom
- Before leaving for home

HAND SANITIZERS:

May be used:

- Under adult supervision
- Only when soap and water is not available
- With proper child safety precautions and stored out of reach of young children

BEFORE and AFTER SCHOOL CARE:

- Facial coverings need to be worn by all students and staff.
- Social distancing will be maintained.
- Students must wash hands for **20 seconds** before entering/exiting the room and before and after snack.
- When parent/guardian arrives for pick-up, ring the bell and staff member will escort student to exit.
- Staff member will complete check-out of each student as they are picked up each day.
- Parents and visitors are discouraged from entering the school/classroom.

SUPPLIES:

- Each student will need their own plastic school supplies box labeled with their name.
- Students will not be sharing supplies and will have their own set of pencils, crayons, markers, scissors, glue, etc.
- At the end of each day, all supplies including school supply box will be sanitized.

ATTIRE:

- Students should wear comfortable attire that is easy for them to button, zip and pull-up without much assistance.
- Students must wear gym shoes that are easy to remove and put on. Slip on or Velcro shoes are preferred, no shoe laces.
- All students need to keep a full change of clothes at school.

CLEANING, SANITIZING & DISINFECTING:

- Staff will sanitize faucets, soap dispensers, and toilets in between each use.
- Paper towels are available in the restrooms and students will be encouraged to use them when touching any surface (faucets, soap dispensers and door handle) on the way out.
- Custodian will clean restrooms and disinfect every **1 - 1½** hours and at end of day.
- Staff/Students will wear face coverings in bathrooms.



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- Staff will sanitize tables and hard surfaces throughout the day.
- Door knobs, light switches, handles and other commonly touched surfaces will be sanitized throughout the day.
- Staff will sanitize toys and leave to air dry after each use.
- Plush toys, stuffed animals, and dress-up clothes that cannot be easily washed and sanitized in between use will not be available to students.
- Custodian will disinfect floors, restrooms, classrooms, and common areas daily.

DRINKING FOUNTAINS:

- Drinking fountains will be covered and are not to be used during school hours.
- Students need to bring water bottle labeled with their name from home each day.

LUNCH:

- Wash hands for **20 seconds** prior to eating lunch.
- Maintain **6' social distancing**.
- Lunchroom will be used by only one class at a time. Tables will be sanitized immediately after one class leaves and before the next class arrives.
- Neither food nor other lunch materials are to be shared between students.
- ISBE recommends the use of disposable materials for lunches brought from home. Paper bags and disposable containers are recommended over lunch boxes and plastic containers.
- Custodian will thoroughly clean and disinfect lunchroom, including tables, chairs, and floors at the end of day.

PLAYGROUND/GYM:

- Face coverings are optional outside, if social distancing can be maintained.
- Outside activities are encouraged, whenever feasible and weather permitting.
- Sport and playground equipment will be sanitized after each use.

NAP / REST TIME:

- All cots will be sanitized daily.
- Sheets will be removed and sent home to be washed and returned weekly.
- All personal blankets and pillows will be sent home to be washed weekly.
- Cots will be strategically placed 6' apart during nap time.
- All students will have a designated (labeled) cot and rest area.
- Face coverings will be removed during nap/rest time.

CHAPEL:

- Face coverings need to be worn.
- Social distancing will be maintained.
- Chapel will be held in a classroom, or the gym.
- Singing is allowed at chapel if it is done with face coverings and proper distancing.



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- Students and staff will be NOT be using the church sanctuary for safety purposes.

TRAVEL:

For the protection of all students, staff, teachers, and family members of our school, we are requesting families to consider the risks involved with travel and to avoid traveling to high risk areas. If travel is essential, please adhere to the travel guidelines of the Illinois Department of Public Health and the guidelines of the Centers for Disease Control Prevention (CDC).

When traveling **internationally or to any COVID-19 high risk areas**, and upon returning home, **students will need to quarantine for 14 days before returning to school.** Parents should monitor the health of their child during the quarantine period. Please contact your doctor if your child has any of the following symptoms after travel: fever or chills, 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, rash, nausea or vomiting, and/or diarrhea.

Effective November 13, 2020:

In response to increased and high rates of COVID-19 transmission across the United States, and to add to Chicago's efforts to contain the spread of COVID-19, the City is issuing a Travel Order applicable to anyone coming into the City of Chicago from designated states with a significant degree of community-wide spread of COVID-19. Anyone traveling from a state on the Orange list is directed to obtain a negative COVID-19 test result no more than 72 hours prior to arrival in Chicago or quarantine for a 14-day period (or the duration of their time in Chicago, whichever is shorter). Anyone traveling from a state on the Red list must quarantine for a 14-day period or the duration of their time in Chicago, whichever is shorter. We ask that all students who travel outside of Illinois follow these guidelines and not return to school for at least 14 days. Please refer to <https://www.chicago.gov/city/en/sites/covid-19/home/emergency-travel-order.html> for details and updates on travel.

ILLNESS - Absences

Center for Disease Control Guidelines relating to the symptoms of COVID-19 are available at:

- <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Students experiencing any of the symptoms mentioned below need to **stay home.**

- Notify Director **IMMEDIATELY** at the onset of the symptoms. State reason for absence, include all symptoms being experienced.
- Separate student from other people.
- Monitor student's symptoms.
- Consider calling their medical care provider for advice and before visiting their office.



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SYMPTOMS OF COVID-19:

People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure** to the virus.

People with these symptoms may have COVID-19:

Fever temperature 99.5° F	Shortness of breath or difficulty breathing	Headache	Congestion or runny nose
Chills	Fatigue	New loss of taste or smell	Nausea, vomiting, diarrhea
Cough	Muscle or body aches	Sore throat	Rash

This list does not include all possible symptoms. Individuals are encouraged to contact their medical provider, and refer to the CDC Guidelines, if they believe or know they are ill with COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

WHEN TO SEEK EMERGENCY MEDICAL ATTENTION

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Please **call your medical care provider** for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to the local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Parent/legal guardian is to notify the Director **IMMEDIATELY** if their child or someone in their home tests positive for COVID-19.

If a student has been in close contact (within 6' for more than 15 minutes) with the individual suspected or diagnosed with COVID-19, they must self-quarantine at home for **14 days** and be monitored for symptoms.



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ILLNESS - At School:

If a student is not feeling well during the day:

- Student will be taken to the school office IMMEDIATELY.
- Student will wait with adult supervision, for pick up in the School Office (or other designated room).
- Student's parent/legal guardian or authorized person will be notified and asked to pick up the child IMMEDIATELY or as soon as possible.
- Parent/guardian will ring bell upon arriving and the student will be brought to them at the door.
- School office/waiting room will then be sanitized.

ILLNESS - Displays COVID-19 symptoms but diagnosed unlikely to have COVID-19:

- Parent/legal guardian must inform the Director IMMEDIATELY.

Student may return to school when the following is met:

- No fever for **72 hours** without the use of fever reducing medications.
- Test negative for COVID-19 or;
- Present a note from a medical care provider documenting no clinical suspicion of COVID-19 infection.

ILLNESS - Tested positive for COVID-19 - but does not display symptoms:

- Individual must inform the Director IMMEDIATELY.

Under the confidentiality requirements under the ADA do not prohibit disclosure to state, local, or federal health departments.

Director will then notify:

- IDPH at **800-889-3931** or DPH.SICK@Illinois.gov

Without disclosing the name of the individual or any personally identifiable information about the person in accordance with current HIPPA laws.

Director will then notify:

- CLEF Nurse – Dr. Pat Braun
- Parents, legal guardians and staff – without disclosing the name of the individual or any personally identifiable information about the person in accordance with current HIPPA laws.

Student may return to school when the following is met:

- If they continue to have no symptoms and
- 14 days have passed since test.
- Upon medical provider's advice
- Individual receives a negative COVID-19 test



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ILLNESS: Diagnosed with COVID-19 - displays symptoms:

If symptoms develop, student should be evaluated and tested for COVID-19.

Parent/legal guardian must inform the Director **IMMEDIATELY**.

Under the confidentiality requirements under the ADA do not prohibit disclosure to state, local, or federal health departments.

Director will then notify:

- DPH at **800-889-3931** or DPH.SICK@Illinois.gov

Without disclosing the name of the individual or any personally identifiable information about the person in accordance with current HIPPA laws.

Director will then notify:

- CLEF Nurse – Dr. Pat Braun
- Parents, legal guardians and staff – without disclosing the name of the individual or any personally identifiable information about the person in accordance with current HIPPA laws.

The individual may return to school when all of the following is met:

- It has been at least **14 days** since the onset of the individual's illness. Individual is no longer showing respiratory symptoms.
- Individual is free from fever without the use of fever-reducing medications for **72 hours**.
- Individual receives a negative COVID-19 test result.

School needs will:

- Close off any areas of the school used by sick person.
- Not use those areas until proper cleaning and disinfection procedures have been completed.
- **Wait 24 hours before cleaning and disinfecting.**
- Open windows to increase circulation in the area.
- Custodian to clean and disinfect: classrooms, offices, restrooms, common areas, shared electronic equipment.

If a student has close contact with an individual that is suspected to have COVID-19, the student may return to school if:

- The close contact tests negative and is found not to have COVID-19
- The student is not displaying any signs of COVID-19



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If a student has close contact with an individual that has tested positive for COVID-19, the student must quarantine for 14 days and can return to school after the 14 day quarantine is met and the student does not display any symptoms of COVID-19.

Resources: CDC – <https://www.cdc.gov/coronavirus>

IDPH - <https://dph.illinois.gov/covid19>

CLEF Nurse – Dr. Pat Braun

National Law Review

<https://www.natlawreview.com/article/what-employers-need-to-know-about-hipaa>