



**BPS Indian Neck School**  
**LBC: Early Years Center Handbook Addendum**  
**COVID-19 Procedures**  
**Fall 2020**

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**BPS Priorities for Re-Opening**

1. Promote student and staff **physical health and emotional well-being**
2. Ensure **equity** and **access** for all students to **high quality, rigorous\*** learning
3. Create **sustainability** and **capacity** to respond to change

**\*Rigor:** the goal of helping students to develop the capacity to understand content that is complex, ambiguous, provocative, and personally or emotionally challenging

## **Overview of Health and Safety Guidelines**

Health and safety guidance protocols and infection mitigation strategies will be emphasized in the following ways:

- Maximize social distancing
- Frequent hand washing/use of hand sanitizer
- Staff will be wearing masks
- Enhanced cleaning/disinfection of spaces/surfaces/manipulatives/toys/play equipment

## **Social Distancing Strategies**

- Reduced occupancy of building use and visitors to allow for social distancing protocols to be followed.
- Students will be divided into a morning and afternoon session to maximize the physical plant use and minimize the number of students within each classroom.
- Appropriate social distancing strategies will be implemented when feasible allowing for at least three to six feet of physical distance between individuals within classrooms, hallways and common areas.
- Posters to address and illustrate social distancing will be displayed throughout classrooms and hallways.
- There will be an increase in space between tables and centers to maximize the space between students when feasible.
- There will be limited use of shared spaces and no sharing of materials (i.e. crayons, manipulatives, toys, etc...). Cleaning protocols will be followed if shared materials are unavoidable - i.e. tables, centers, cubbies, etc...)

## **Expectations for Hand Washing**

- Proper hand washing with soap and water will be reinforced and taught to students.
- Regular hand washing/hand sanitizing will be integrated into the students' daily routines and school day (i.e. when students enter the classroom, before and after eating snacks and before and after using the bathroom).
- Hand sanitizing stations will be available throughout the building (entrance/exits/classrooms/playground).

## **Masks/Cloth Face Coverings**

- All students and school staff are required to wear a face mask that covers their mouth and nose while at school, outside on the school grounds in situations that do not allow adequate distancing, riding District-provided transportation and participating in school-sponsored activities.

- If a student or staff member forgets to bring a mask to school, one will be provided. All students and staff are encouraged to keep an extra mask among their belongings in the case that the mask they are wearing becomes wet or soiled.
- Mask breaks will occur throughout the school sessions at regularly scheduled times. Mask breaks will occur in a designated space in the building such as recess, in the classroom where social distancing of greater than six feet is possible. Mask breaks may include: lunch, snack, outdoor recess and other outside activities.

### **Signs and Messages**

- Signs and posters will be displayed throughout the classrooms, hallways and highly visible locations that promote and illustrate social distancing guidelines and everyday measures that prevent the spread of germs.
- Use signs and messages about healthy practices that are developmentally appropriate (e.g., including visuals for non-readers).
- In addition to signs, direct teaching of practices such as hand washing may be helpful. For example, the National Center on Pyramid Model Innovations website includes a social story about washing hands for young children in [English](#) and in [Spanish](#).
- Social stories and guidance about who will be wearing masks will help young children adjust to the changed environment.

### **Sick Procedures**

- Keep children home when they are sick, please call the school if your child will be absent
- All staff will keep the importance of being vigilant for symptoms, and staying in touch with the school administrator if when they start to feel sick
- Children or staff member shall not return to school until they have met the criteria to discontinue home isolation

### **If a Student Becomes Sick While in the Program**

- Identify, per nurse, a child that might be symptomatic
- Escort the student to the Isolation room
- Clean and sanitize touched toys, equipment used in the classroom if someone is sick
- Contact parent and request pick up, please make sure correct phone numbers are on file in Infinite Campus, prompt pick up is expected
- Clean and sanitize surfaces in the isolation room

- Sick child must be evaluated by his/her pediatrician and given clearance to return to school.
- If physician clearance is not obtained, the child must home isolate for 10 days

### Schedule

School	Staff Start	Bus Unload per FS	Class Start	Class Dismissal	Staff End
EYC - A.M.	8:25	9:10	9:25	11:35	---
EYC - P.M.	---	1:05	1:15	3:25	3:40

### Preschool Classroom Set-Up and Spaces

The layout in a preschool classroom differs from that of a traditional arrangement for older students involving desks. In addition, the educational and social-emotional needs of preschool students differ from those of older students. Therefore, this is an area in which the more restrictive guidance is not warranted.

- Young children should have access to centers and a variety of classroom activities and should be able to move about the room. Teachers may reduce the number of children in certain spaces or centers to increase distance between students. Planning for learning centers should account for both numbers of children allowed in each center and distance between centers.
- Maintain social distancing when possible and appropriate for the activity.
  - Space children, ideally 6 feet apart - 3 feet minimum at snack times.
- Children should be allowed to interact with other children; however, enhanced cleaning practices and the provision of adequate materials is necessary
  - Surfaces and objects that are frequently touched, especially toys and games, are part of a routine of cleaning, sanitizing and disinfection.

- Materials shall not be shared with other classrooms unless they are thoroughly cleaned, sanitized and disinfected.
- 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.
- Eliminate the sharing of sensory materials such as play dough, sand and water by providing individual bins or trays for this activity, and discarding or sanitizing materials after use. If this is not feasible, implement enhanced hand washing and cleaning. Children may use outdoor sandboxes but must wash hands and/or use hand sanitizer before and after playing in the sand. Programs may choose to close or cover sandboxes located on the playground during COVID-19.
- Consider assigning packets of materials to individual students to reduce items that need to be regularly disinfected (e.g., crayons, markers, watercolor paint boxes, Uni x cubes, etc.)

### **Snack**

- Students will bring snack, in a disposable paper bag or ziploc bag, with entirely disposable items (ie. small water bottle or juice box, healthy snack) and eat in the classroom or in a designated area where students and staff will maintain the social distancing guidelines. No lunch boxes or lunch bags!
- At the end of snack, all trash will be collected, tables will be cleared and wiped down and floors will be checked for garbage.

### **Bathroom Protocols**

- All plans regarding shared bathrooms must take into account the needs of young children, who require supervision, assistance, and on-demand access to bathrooms. If restrooms are not in the classroom, provide supervision for children to and from the classroom by an adult whose interactions with the rest of the school are as limited as possible. Implement a schedule for restroom use that minimizes the number of children in that area at one time, but have a plan for children to safely use the bathroom at other times when needed.
- For young children who require diapering or have a toileting accident requiring a change of clothing, you should assess your current protocols and consider any enhanced cleaning and sanitizing requirements that may be necessary.

### **Personal care**

- Additional attention to personal care routines is warranted when working with young children who are still learning about personal care routines. Children and adults should wash their hands

upon entry into the classrooms. If a sink with soap and water is not available, provide hand sanitizer with at least 60%+ alcohol. Increase handwashing and use of hand sanitizer.

### **Practice frequent handwashing for at least 20 seconds:**

- Before coming in contact with any child.
- After sneezing, coughing, or nose blowing; before handling food and eating; after using the restroom; touching or cleaning surfaces that may be contaminated; and using any shared equipment like toys, computer keyboards, or mouse.
- Help children practice frequent handwashing.
- If soap and water are not available, a 60%+ alcohol-based hand sanitizer will be used.

### **Daily Operations Class Groups and Teams (Cohorts)**

- Maintaining a consistent group/cohort of preschool students and staff is a key prevention strategy for this age/grade level. Social distancing and mask wearing is not a realistic expectation for preschool students. Maintaining a consistent group of children and staff is of primary importance.
- When related services (e.g., speech and language therapy, occupational therapy, paraprofessional support) are a part of a child's educational program, special consideration regarding cohorts and mixing of groups is important. The following ideas may be considered as possible strategies to mitigate the spread of COVID-19:
  - If children move to another space for related services, plan for disinfection between children and have a plan for safely moving to that space.
  - Consider reserving an area in the room where therapists can work with children and limit interaction or exposure to other children or staff.
  - Staff that are not a part of the cohort should take extra care regarding masks, hand-washing, disinfecting, and social distancing.
  - Plan classroom groups and schedules so that the total number of adults is as low as possible. This includes adults who are a consistent part of the cohort (e.g., teachers, paraprofessionals) and adults entering each group periodically (e.g., administrators, related service providers).

### **Outside Time and Playgrounds**

- Physical development and activity are an important part of preschool. Children continue to have opportunities to play outdoors daily if possible. We want to maximize outdoor learning opportunities as a safer alternative to indoor activities.
- Extra vigilance will be required regarding bodily secretions and disinfecting of playground surfaces. Increase the cleaning and sanitizing of outdoor equipment, or close off structures that are hard to clean.

- Children may use outdoor sandboxes, but shall wash hands and/or use hand sanitizer before and after playing in the sand.
- Trash receptacle on the playground for disposal of soiled tissues, gloves used during sanitizing, etc.

### **Individuals Entering the School Building**

- We are limiting the number of people who come into the classroom. Visitors, building staff and others who need to come to the classroom will be met at the door and maintain 6' of distance during interactions.
- Staff or other visitors who visit multiple sites, such as coordinators, liaisons, special areas teachers, or related services providers will be assigned one day per week.

### **Interactions**

- Teachers and paraprofessionals should continue to interact with and support young children. This may involve physical contact as preschool students need physical assistance and emotional support. However, teacher's interactions with children will be different because staff are wearing masks to follow health and safety guidelines. There are resources available to prepare children and help them get used to masks:
  - KidsHealth: Helping Kids Get Used to Masks
  - Conscious Discipline: Masks and Gloves — a Printable Story

### **Arrival to School Procedures**

#### ***Bus Drop Off Procedures***

- Buses will pull in and drop off students along the sidewalk at the end of the parking lot - second door of the building.
- Children will disembark only when a staff member is present and the sidewalk is clear of additional traffic. All efforts will be made to limit the number of buses unloading simultaneously.
- Students will disembark from the front of the bus to the back.
- Social distancing protocols will be in place and adhered to at all times.
- Staff will be socially distanced along the sidewalk and entrance areas monitoring and supervising students.
- Individual bus lines will be escorted into the building in a single file line. Students will be 6 ft apart when entering into the building.
- Staff will be socially distanced in the hallways monitoring students.
- Markings/posters will illustrate foot traffic patterns and expectations.

#### ***Parent Vehicle Drop Off Procedures:***

- Cars will pull in and drop off students along the sidewalk - second door at the end of the parking lot.
- Staff will signal when a student may exit their vehicle.
- Staff will be positioned along the sidewalk and retrieve the student from the car.
- Students will be directed by staff when to enter the building.
- Staff will be socially distanced in the hallways monitoring students.
- Markings/posters will illustrate foot traffic patterns and expectations.

## **Dismissal from School Procedures**

### ***Bus Dismissal Procedures***

- Teachers will remain in the classroom with bus students.
- Bus students will be dismissed from the classrooms.
- Buses will be called one at a time.
- Staff will be assigned to a specific post to monitor students in the hallways and gather the students.
- Designated staff members will meet the bus line at main entrance doors to exit and walk the single file line to the bus.

### ***Parent Vehicle Pick Up/Dismissal Procedures:***

- Cars will pull in and pick up students along the sidewalk - second door at the end of the parking lot.
- Staff will signal when ready to enter their vehicle.
- Staff will be positioned along the sidewalk and return the student to the car.
- Parents will be directed by staff when to exit the parking lot.

## **Hallway Traffic Patterns at EYC**

- Students will travel on two sides of the hallway in opposite directions on each floor.
- Students will walk in a single file using the right hand side of the hallway.
- Signage and markings at eye level on the walls will illustrate foot traffic expectations.
- Posters will serve as visual reminders for social distancing, wearing masks and washing hands frequently.

***Let's work together on keeping all our students  
and staff healthy and safe.  
Thank you for being a partner with us in your child's education!***