



College Heights ECLC  
COVID-19  
Operations Plan, Phase 1  
For Families

**The following safety procedures and guidance are for the daily operations of College Heights ECLC during the ongoing COVID-19 pandemic. Procedures are based on recommendations made by the Center for Disease Control (CDC). Please note district leadership is continually monitoring the recommendations from the CDC as well as state and local governments and at any time College Heights ECLC may be required to close again due to changes in the pandemic landscape.**

**In addition to the health and safety standards typically implemented we will also be enacting the following practices and procedures:**

### **Operating Hours 7:30-3:30**

#### **Arrival:**

- In order for staff to safely and timely complete the student health assessment we will be implementing staggered arrival times. We kindly ask for our toddler and preschool families to arrive between 7:30-8:15 and our one year old and infant families to arrive between 8:15-9:00. Drop off process will end at 9:00.
- Ideally, 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. Please refrain from bringing school age siblings to the school.
- During phase 1 parents will not be allowed to access the building unless picking up a sick child. Staff will be outside completing health assessments/temperature screenings and signing students in. Directional arrows will be marked to guide parents. Ground markers will be placed outside so that parents and children can wait on the designated ground marker until the individual ahead of them has exited. Parents will exit the building using the porch steps.
- Children will not be required to wear masks. Per CDC guidelines, children under two are not recommended to wear masks. If your student is over the age of three and you would like him/her to wear a mask please notify your teacher. Masks must be provided by the parent. Masks will not be worn during naptime.
- Upon arrival all children will have a temperature check. Temperatures will be checked with a no-contact thermometer by available staff (to include school nurse, administration and front office staff). In addition, staff will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. **Children who have a fever of 100°F or above or other signs of illness will not be allowed to remain at school.**

- Children will be escorted to their classroom by a designated staff member. Infant car seats shall remain with the parent. We ask parents to send a backpack/bag with student belongings (blanket, water cup, etc) each day. Belongings will be sent home each day so that parents can properly sanitize the belongings. Student change of clothing will remain at school and stored in the student's cubby in a ziplog bag (provided by the school).

### **While at School**

- Access to the shared spaces such as the playground and library will be staggered with a limited capacity of 10 individuals at one time. Therefore, classroom ratios and group sizes will be adjusted to support social distance guidelines. Depending on student attendance, classrooms may be broken down into two small groups. We will try our best to keep your child with his/her current teacher or assistant. However, because not all staff are returning at this time there may be another staff member assigned to the group. At this time, we will not be using any outside substitutes from the district.
- To support social distance guidelines, classroom locations will be added. Prior to opening, the teacher will notify the parents of your child's small group assignment and classroom location.
- All meals will be eaten in the classroom and family style dining will not be an option. Food will be placed on a disposable tray by the nutrition staff. Feeding procedures for those infants who are unable to feed themselves will remain the same.
- All snacks will be pre-prepared and individually wrapped

### **What if my Child gets sick while at School?**

- If a child develops a fever, cough, or shortness of breath while at school then the child will be sent home. The child must stay home until he/she is symptom free (no cough, fever, or use of fever controlling meds) for at least 72 hours.
- If a child has presented COVID-19 related symptoms he/she may return to school when:
  - At least 14 days (10 school days) have passed since symptoms first appeared (symptoms may vary)
  - No fever for 72 hours (3 full days) without the use of fever reducing medication.
  - Other cold-like symptoms have improved such as cough, runny nose, sore throat, and shortness of breath.
  - The school nurse will work collaboratively with your primary care physician and use best judgement when determining if a child can return to school.
  - Final decisions will be made by the administration and school health team.

- **Parents must pick up their sick child within one hour of notification.** If the parent can not pick up their child within the provided timeframe then the student's emergency contact will be notified and directed to pick up the child.
- While waiting for a sick child to be picked up, a staff member will stay with the child in a room isolated from others.

### **Dismissal**

- Parents must call the school upon arrival (404-370-4480). Parents will **not** enter the building but will remain on the front porch. We ask that parents plan for a 3:30 building closure. Keeping in mind the dismissal process has been modified, we ask that all parents make the needed accommodations to arrive on campus no later than 3:15 to pick up their child. **Parents who have three or more late pick ups will be dismissed for one full school week.**
- A staff member will go to the child's classroom and escort the child and belongings, if applicable, to the front desk.
- The staff member will wash the child's hands before exiting the classroom.
- The staff member will escort the child to the parent as he/she is waiting outside the front entrance. The parent will sign the child out.

### **Cleaning Practices (in addition to our daily procedures already in place)**

- Cleaning protocols and products will use an EPA-registered disinfectant that is active against coronaviruses.
- All touched surfaces will be frequently sanitized throughout the day, including playground equipment.
- Due to sanitation concerns, all soft toys and dress up clothing will be removed from the classroom.
- Each afternoon, the custodians will be completing a deep sanitizing process in all used classrooms and shared spaces.

## Frequently Asked Questions

Question	Response
<p>How long will the 7:30-3:30 operating schedule be followed?</p>	<p>We are following recommendations as determined by state and federal agencies. As agencies modify and adjust recommendations and guidelines we will adjust our operating plan. For example, Phase 2 may allow parents to access the child's classroom, allow an increase in group size or allow additional operating hours.</p>
<p>Do I need to commit to my child attending each day?</p>	<p>For the first two weeks we are asking parents to inform the teachers whether or not your student will be attending and on which days.. This will allow us to create a staffing pattern to meet the needs of the program.</p>
<p>Now that school is open is there an option to continue to request a financial hardship?</p>	<p>Parents will be given a prorated amount for June's tuition based on a daily rate. Tuition for July will be full tuition. The request for a financial hardship is no longer an option.</p>
<p>What happens if a staff member or a student has tested positive for COVID-19?</p>	<p>Our school nurse will notify our local GA Dept. of Public Health officials. These officials will help administrators determine a course action for the school.</p> <p>We will likely 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 and for custodial staff to clean and disinfect the affected facilities. Work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.</p> <p>Since the students and staff in the affected classroom have been exposed they will be required to self isolate for 14 days (10 school</p>

	days).
What will my child's day look like while at school?	Our normal routines and daily structures will remain in place. Teachers will continue to plan developmentally appropriate lessons aligned to the GELDS. In addition, due to the time away from school thus far, there will be time spent rebuilding routines and working on social and emotional skills. For many children, this transition back to school may require lots of support, and our efforts will be concentrated there.
Are all of the staff returning?	The district has given staff an option to return June 15 or not return due to emotional or high risk concerns. Governor Kemp has ordered all individuals who fall under a "high risk category" continue to shelter in place. Therefore, those staff members who fall under the high risk category will continue to virtually work from home. Individuals who fall under the emotional distress category will not be getting paid until he/she returns to work.
Will staff be allowed to hug and hold my child?	Yes, staff will be allowed to hold and comfort your child. They will be trained in safe practice protocol to ensure their safety and the wellbeing of your child.
My child has a fever but I don't think he has COVID-19 does he still have to stay home for 72 hours?	If your child develops a fever or other symptoms, contact your child's primary healthcare provider so he/she can determine if your child needs further testing. According to specific criteria, they will ask questions to identify the level of risk for COVID-19 and provide you with guidelines for care. If you choose not to have your child tested, we will follow the guidelines set forth. <b>Symptom-based strategy</b> a. At least 10 days have passed since symptoms first appeared b. No fever for 72 hours (3 full days) without

	<p>the use of fever reducing medication</p> <p>c. Other cold-like symptoms have improved such as cough, runny nose, sore throat, and shortness of breath.</p> <p>d. The school nurse will work collaboratively with your primary care physician and use best judgement when determining if a child can return to school. Final decisions will be made by the administration and school health team.</p>
Will the school still be closed at the end of July?	Yes, the school will still be closed on July 29, 30, 31 and Aug 3 for pre-planning. It is important our 0-3 program staff are allowed the opportunity to participate in district professional learning and district start of the year events. This time is also provided so that the classrooms can be deep cleaned and staff can prepare for their new children and families.
Will staff be required to wear masks?	Yes, the staff will be required to wear masks and will also have their temperature checked upon arrival.
Is there a plan to address ventilation and air quality?	The district operations department has constructed a plan to address indoor air quality across the district. Prior to our reopening the air units will be adjusted to force more air intake and change set points. We are in the process of installing cold plasma air purification devices in all our units. Additionally, we are replacing filters and cleaning coils. For additional questions regarding air quality please contact the Director of Maintenance, Sergio Perez at <a href="mailto:sperez@csdecatour.net">sperez@csdecatour.net</a>