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PURPOSE OF DOCUMENT

The Commonwealth of Pennsylvania Department of Education required each school to develop a Health and Safety Plan before reopening in fall 2020. 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.

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-op begins the school year at CNS, a signed COVID-19 waiver must be submitted to the Administrative Coordinator.

CNS HEALTH & SAFETY COMMITTEE

NAME	TITLE	ROLE
Andrew Piccone	Board Chair	Lead community through decision making and response efforts
Leah Corsover	Educational Director & Lead Teacher, HSC Chairperson	Define, edit, and proof key strategies, policies, and procedures
Becca Serra	Parent Representative	Define, edit, and proof key strategies, policies, and procedures
Andrea Sifferman	Parent Representative	Background in Public Health; Define, edit, and proof key strategies, policies, and procedures
Timothy Pond	Parent Representative	Background in Public Health; Define, edit, and proof key strategies, policies, and procedures
Jessica Stanforth	Administrative Coordinator	Define, edit, and proof key strategies, policies, and procedures

FOLLOWING RECOMMENDED GUIDELINES

All members of the CNS community are expected to follow pandemic guidelines at all times to slow the spread of the SARS-CoV-2 virus, including, as needed:

- Wear a mask that covers your nose and mouth to help protect yourself and others.
- Stay 6 feet apart from others who don't live with you.
- Get a COVID-19 vaccine when it is available to you.
- Avoid crowds and poorly ventilated indoor spaces.
- Wash your hands often with soap and water. Use hand sanitizer if soap and water aren't available.

DROPPING OFF AND PICKING UP CHILDREN

- Families will be invited to bring their child inside of the school, unpack their child's items into cubbies, and get them set up with an activity before saying goodbye for the day.
- 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.
- Caregivers who are experiencing any symptoms should wear a mask and should ask for an outdoor drop-off/pickup; staff will be able to assist your child with their items.

SCREENING OF STAFF/CHILDREN/CO-OPERS UPON ARRIVAL

Persons who have 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.**

Co-ops entering CNS are expected to be symptom-free and without known exposure to COVID-19 when entering the school grounds. Please note that CNS is asking co-ops to leave siblings at home when co-oping for the start of the school year. The board will review this policy at the October board meeting to determine when and whether we can allow siblings to join us.

Visitors

Non-essential visitors to the school grounds will be limited, and increased social distance will be maintained.

Visitors who will be interacting with children will be required to show proof of vaccination. Visitors must also follow all safety protocols, including mask wearing when/if prescribed.

VACCINATIONS

Vaccinations will be mandatory for all eligible members of the community, with a deadline of November 1, 2022. Religious and medical exemption requests will be considered.

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:

- o Arrival to the facility and after breaks
- o Before eating
- o Before and after administering medication or medical attention
- o After using the toilet or helping a child use the bathroom
- o After coming in contact with bodily fluid (e.g. a sneeze, cough, urine, feces)
- o After handling trash/recycling

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 six hand washing sinks available: five indoors (three at the handwashing station and one in each of the two bathrooms) and one outdoors. Hand sanitizing pumps are available at multiple locations inside the school and outdoors. Daily co-oping tasks include checking soap and sanitizer solution levels, refilling as necessary, and wiping each down with a disinfectant.

Face Coverings

The Health and Safety Committee will monitor current public health guidelines and contagion levels in order to determine whether or not masks are required.

When required, masks must cover each person's mouth and nose. KN95 and N95 masks are highly recommended, but disposable surgical masks and cloth masks are acceptable options. Ultimately, it is important to find a mask that fits well and can be comfortably tolerated. If a child is not able to wear their mask correctly, staff may ask a family to find an alternative type of mask.

When masks are required, there are limited exceptions. 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.

Disposable masks should be replaced daily. Cloth masks should be laundered daily and replaced when their listed effectiveness expires (typically thirty washes). 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. When required, the mask may be removed while eating or drinking or napping, and students will be spread out as much as possible. Students will be instructed when they may take "mask breaks" and remove their masks.

Food and Drink

A personal water bottle should be sent in for each child, and brought home for cleaning each day.

Snack will be provided by the school and prepared by co-ops following food preparation safety guidelines. Lunch food should be sent in with students who stay past noon.

Social distancing while eating will be implemented based on community risk levels.,

EXPOSURE & QUARANTINE PROTOCOLS

A positive COVID-19 test or any known exposure to SARS-CoV-2 for anyone in your home needs to be reported to the CNS Admin or Director before the following day of school or within 24 hours, whichever is sooner.

To determine:

- if your child should be kept home from school
- if you should find a sub for your co-oping shift
- when your child can return to school after COVID-19 exposure or illness, or travel
- when you can co-op after COVID-19 exposure or illness, or travel

See CNS Health & Safety Plan, 2022-23 - Addendum A, School Exclusion Scenarios AND the CNS Handbook

The potential exists for the virus to spread through the CNS community via anyone entering the grounds/facility. **Communication and vigilance are necessary to keep our community healthy.**

Details Regarding School Exposure and/or Closure

In case of a community exposure to the school population, staff, students, and co-ops will be asked to either quarantine or test-to-return to school on day 1, 3, and 5 (with day zero as date of last exposure).

If multiple community members test positive following an exposure, CNS may coordinate with local health officials to determine whether a closure is required. In this case, guidance is to:

- 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** about 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, CNS will use a diluted household bleach solution.

The CNS community will follow these guidelines for determining when an infected/exposed child/staff member/co-oper can return to the school:

See CNS Health & Safety Plan, 2022-23 - Addendum A, School Exclusion Scenarios AND the CNS Handbook

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 (other than allergies), he/she/they will be isolated at the school:

- chills
- fatigue
- myalgia (muscle or body aches)
- headache
- sore throat

- congestion or runny nose
- nausea or vomiting
- diarrhea

If a child, staff member, or co-oper develops any one of the following symptoms , he/she/they will be isolated at the school:

- shortness of breath or difficulty breathing (other than asthma)
- new loss of taste or smell
- 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.

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

The following checklists will be used:

- Daily Co-oping Checklist
- Weekend Co-oping Checklist A
- Weekend Co-oping Checklist B

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.

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 by staff before the school opens (unless weather prohibits). The third door is shared with the rental apartment above the school and should only be used in case of emergency.

Windows on both sides of the buildings shall be opened upon arrival by staff each morning and left open throughout the school day, weather permitting. Staff will close the windows before leaving the school for the day.

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 may be turned off to accommodate the sensory needs of children, as required). 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. All items used to treat the child shall be disposed of immediately. 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 QUARANTINE OR CLOSURE

When a child is required to quarantine, families may utilize our extensive set of Youtube links for read-alouds and activity videos. On occasion, a child may be able to be included virtually into circle times. However, this requires that a teacher or co-op focus a great deal of attention to the screen, and detracts from the experience of everyone else at circle, so this type of virtual inclusion will be limited to once per week and is subject to staff availability.

If guidance from state and local authorities demands smaller group sizes, the Health and Safety Committee will consider shifting to an outdoor program or an alternating day schedule.

If guidance from state and local authorities demands closing in-person facilities, we may 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. Activity packets may 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.

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.

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.

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 August 24, 2022. _____



Signature of Board Chair

Andrew Piccone

Printed name of Board Chair