



# 20-21 Supplemental Guidelines regarding COVID-19

*\*These guidelines supersede the Ruth Washburn Nursery School guidelines and will be updated throughout the year to reflect health department and state guidelines.*

Our goal for this school year is for children to have amazing, developmentally appropriate experiences to encourage social/emotional growth and development. While things could “look” a little different in the building, we will strive for children to feel connected, supported and adored while they practice the important play skills necessary to facilitate their development!



## Healthy Practices

- **Handwashing**-We will continue to utilize best practices in handwashing. Children and adults will wash hands (using established handwashing protocols) upon entering the building, after using the bathroom, before eating, after playing in sensory bins, etc. Children will be taught correct handwashing techniques and monitored at the sink.
- **Masks**-All adults will wear masks at all times when on the premises of Ruth Washburn (inside and outside). Parents who would like for their children to wear masks at school will have that request honored as long as children do not touch their faces while wearing the masks. We will have a Zoom meeting before school begins to discuss children and masks.
- **Cleaning**-Additional cleaning, disinfecting and sanitizing procedures will be implemented at the classroom level as well as the building level. There will be daily checklists for staff and an additional cleaning staff member to handle this new level of cleaning.
- **Signage**-There will be social distancing signage, handwashing signs, symptom checker signs throughout the building, classrooms, and outside the classrooms at the drop off area for students.
- **Ventilation**-Windows, fans and outside spaces will be utilized as much as possible to improve airflow in the building.
- **Screening**-Upon sign in each day, parents will be required to fill out a brief screening form. Children may be screened for temperature if deemed appropriate or necessary by the health department.
- **Exclusion**-El Paso County Public health has laid out specific guidelines for exclusion from the program. These are attached and will be used for making decisions regarding staff and students. NOTE: these guidelines will include excluding children and staff with unknown respiratory/GI illness as well as COVID 19. This will impact attendance during cold and flu season.



## Classrooms and Educational Spaces

- **Drop off**-Parents will drop off at the classroom's outside door. There will be markings for social distancing and parents will not enter the classrooms.
- **Class helpers**-Parents will have different class helping duties (mostly laundry) in lieu of in person helping. On family helping day, the helper will take home a bag or two of laundry to be returned the next class morning. This will include laundry disinfectant and laundry soap to use as well.
- **Snack**-For this year, snack will be brought from home each day in a cleanable snack container (lunch box, etc.). Snacks must only include healthful items and no sugary treats (those will be sent back home). For this year, we will only require that snacks be **peanut-free**. Other tree nuts will be allowed as snacks will not be shared.
- **Outside spaces**-Our goal will be to spend half of each class period outdoors, including some circle-times, story times, free play, snack time, etc. This will be dependent on weather.
- **Toy Rotation**-toys will be rotated in daily per class (ie. the chickadees will have a set of toys, sprouts will have a set of toys, etc) that will be washed and sanitized between uses. All items in a classroom will be sprayed with sanitizer and/or disinfectant between uses per CDC guidelines.



## Cohort/Pod and School Management

- **Cohorts or Pods** will be implemented for all classrooms. A cohort will consist of every class and staff member within a classroom. We have four classrooms in the building (North, South, East, West) so each will be its own cohort/pod.
- **Staffing**-Each classroom pod will consist of lead teachers and assistants who **ONLY** work in that classroom. There will be no mixing of staff into other classrooms.
- **Administration**-Administration will not be entering classrooms unless there is an emergency. Each classroom will have a lead teacher who will act as a mentor for the classroom.
- **Closures**-El Paso County Public Health has defined criteria for pod/cohort closure (see attached document). The bottom line is that running cohorts/pods allows us to only have to close one classroom in case of a COVID 19 exposure rather than having to close the whole school.
- **Home Visits/Potlucks/New Parent Orientation**-Home visits will be handled by teachers coming to a child's home and having a porch or yard visit. All beginning of the year meetings and potlucks will be handled via Zoom.
- **Children's Orientations**-Time will be set for parents and children to visit the classroom together with the teacher and assistant for about 10 ten minutes the week before school begins. This will be the only time parents will be allowed in the classroom.
- **Committee and Maintenance Requirements**-Maintenance days will be by sign up for times/slots and committee work will all be handled remotely. For jobs that need to be completed at the school (ie. library committee), social distancing will be implemented.



# 20-21 COVID Closure Financial Policy

Ruth Washburn Cooperative Nursery School anticipates the possibility that families may experience an interruption in care due to COVID closures of a classroom. Current guidelines from El Paso County Public Health require the closure of a pod (classes that share a classroom) for 14 days when a case of COVID is identified. This document outlines the financial policy regarding COVID closures.



## **1<sup>st</sup> Occurrence:**

The first time a pod is closed for COVID exposure, billing will occur as normal.



## **2<sup>nd</sup> Occurrence:**

The second time a pod is closed for COVID exposure, families will receive a refund for 50% of the month's tuition, which would be tuition equal to the 14-day shutdown.



## **3<sup>rd</sup> Occurrence:**

The third time a pod is closed for COVID exposure, families will receive a refund for 50% of the month's tuition, which would be tuition equal to the 14-day shutdown and the family will be given the opportunity to opt-out of attending for the remainder of the school year.



## **Schoolwide Closure:**

If the school is closed for more than 14 consecutive days, tuition will be prorated. For ongoing, long term closures, class spaces will be held with the tuition deposit. If the school is closed for the month of May, the tuition deposit will be credited back to the account.

If you have any questions regarding this financial policy, please contact [director@rwcns.org](mailto:director@rwcns.org).

## Staff or Students

## Contacts of Staff or Students (in the Pod/Cohort)

Contact definition: Persons with direct face-to-face contact with an infectious case; shared confined space in close proximity for a **prolonged period (10 minutes or longer)**

**\*example would be anyone in the pod, a parent or household member**

Staff or student in a pod	Isolation Guidelines for Case	Quarantine Guidelines for Asymptomatic (no symptoms) Contacts	Isolation Guidelines for Symptomatic Contacts
<b>Confirmed Case</b> – Asymptomatic/symptomatic and diagnosed with COVID by a physician with a laboratory confirmed test.	Exclude for 10 days from the date of symptom onset (or date of positive test if asymptomatic) <b>AND</b> fever free for 72 hours without the use of fever reducing medicine <b>AND</b> improvement in symptoms.	Exclude for 14 days from the last day of exposure to case. <b>*This means if a staff/student in a pod/cohort has a confirmed case, the whole pod will be excluded for 14 actual days not 14 school days.</b>	<b>Probable Case:</b> Exclude for 10 days from the date of symptom onset <b>AND</b> fever free for 72 hours without the use of fever reducing medicine <b>AND</b> improvement in symptoms.
<b>Probable Case</b> – Symptomatic with a known exposure to a confirmed case. (example would be a child with symptoms whose family member had a confirmed case)	Exclude for 10 days from the date of symptom onset <b>AND</b> fever free for 72 hours without the use of fever reducing medicine <b>AND</b> improvement in symptoms.	Exclude for 14 days from the last day of exposure to case. <b>*This means if a staff/student in a pod/cohort has a probable case, the whole pod will be closed for 14 actual days not 14 school days.</b>	<b>Probable Case:</b> Exclude for 10 days from the date of symptom onset <b>AND</b> fever free for 72 hours without the use of fever reducing medicine <b>AND</b> improvement in symptoms.
<b>Suspect Case</b> – Symptomatic and diagnosed with COVID by a physician without a laboratory confirmed test.	Exclude for 10 days from the date of symptom onset <b>AND</b> fever free for 72 hours without the use of fever reducing medicine <b>AND</b> improvement in symptoms.	N/A	<b>Probable Case:</b> Exclude for 10 days from the date of symptom onset <b>AND</b> fever free for 72 hours without the use of fever reducing medicine <b>AND</b> improvement in symptoms.
<b>Symptomatic Case</b> – Unknown respiratory/GI illness.	Exclude for 10 days from the date of symptom onset <b>AND</b> fever free for 72 hours without the use of fever reducing medicine <b>AND</b> improvement in symptoms. <b>*a child with any respiratory/GI symptoms will be out of class for at least 10 days-example-if a child get sick on a Monday, they will be out until at least the following Thursday.</b>	N/A	Advise to follow up with primary care provider.
<b>Symptomatic Case</b> – Alternative respiratory/GI illness <b>diagnosed</b> by a physician with a laboratory confirmed test (e.g. flu, strep, noro, etc.).	Exclude based on guidelines in the disease manual specific to illness.	N/A	Advise to follow up with primary care provider.