

Devereux School

ESTABLISHED 1932



Devereux and Devereux@Waring 2020-2021 COVID-19 Health & Safety Plan

To the families and staff of the Devereux and D@W Schools,

After much contemplation and due diligence, we present our COVID-19 Health and Safety Packet based on the new minimum standards set out by the EEC (Early Education and Care) and DESE (Department of Education and Secondary Education) agencies. We ask you to take some time to review it and if you have any questions or concerns please reach out to Associate Head of School Paul Baker and/or Director Elizabeth Laub. At the end of this document you will find an emergency contact list of those to whom you can refer.

First, we want to thank you for your patience, encouragement, and continued support. During the past months, we have been so humbled, grateful, and touched by the encouraging words from our families, staff, and community. It is directly because of your support that the Devereux and D@W schools are able to reopen stronger than ever. Our educators are ready to get back to teaching your children and providing them with the best possible experience for the upcoming school year. They, and you, have worked very hard to maintain involvement through at-home learning; we're so proud of them and have missed them terribly!

As the months progress, we will be keeping an eye on the information and adjusting our policy as the state or federal governments modify their standards. Of course, we will keep you updated as we make these changes. We have been advised by EEC and DESE that they anticipate modifying the square footage and group size restrictions in response to trends in virus transmission.

The past few months have been extraordinarily challenging for us all to varying degrees. As much as you, as parents, probably have been trying to protect your children from the stress of disrupted routines, not seeing friends and loved ones, and your own worries about health and world events, this crisis has also taken its toll on our children. What is most important for you to know is that as much as we are focusing on the physical health and safety of your child, we are also dedicated to their emotional health and academic well-being.

While we will work hard to sanitize and disinfect and wash hands and keep COVID-19 out of our schools, we will not forget that your child has masterpieces to be painted, friends old and new to play with, towers to build, balls to kick, and a childhood to live. Whether it's providing an opportunity to spend time with beloved teachers, in their classrooms, and with friends, or helping them seamlessly blend new routines with old, we are here as always to help your child learn, grow, and thrive.

August 17th cannot come soon enough! We're so excited to have buildings and yards full of the sounds of children again. Thank you for your support, your patience, and your trust in us to care for your children.

All our best,

The Devereux and D@W School Staff

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INTRODUCTION

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. The rapid spread of COVID-19 has been classified as a global pandemic, and many places, including Massachusetts, are taking steps to protect communities and slow the rate of transmission.

This COVID-19 safety plan is required by the state of Massachusetts Department of Early Education and Care. It has been developed by following the recommendations of and guidance by the Centers for Disease Control and Prevention (CDC), Massachusetts EEC, DESE, as well as local boards of health.

Devereux School and D@W School are committed to doing our utmost to safeguard the health and safety of children, staff, and families. We are also committed to communicating with you as transparently as possible. As more information and conditions evolve and additional guidance is issued by local, state, and federal authorities, we will update this plan and continue to keep you informed.

DISCLAIMER

The COVID-19 pandemic is an ongoing, rapidly developing situation. Devereux School and D@W School encourage all staff members and families to monitor publicly available information and follow federal, state, and local health organization guidance and government mandates. This plan demonstrates our best efforts to increase safety at our facilities. Given the nature of the COVID-19 pandemic, particularly with respect to transmission by asymptomatic carriers, we cannot guarantee an environment free from COVID-19 or any other virus or disease. Despite our best efforts in following all applicable guidance, a parent, child, family member, or staff member of the Devereux School and/or the D@W School may be infected, with or without their knowledge, and may be unaware that they carry a virus thereby putting others at risk of contracting COVID-19 or another disease.

The information provided in this packet is obtained from a combination of publicly available sources, including federal agencies and governmental entities, leading trade associations and industry consultants, and legal firms. This information may be updated depending upon current situations and as the knowledge base concerning COVID-19 grows.

As there is yet much to learn about COVID-19, please be advised that Devereux School and D@W School can give no assurances as to the accuracy or completeness of the information provided. Further, the information contained herein is provided for general informational purposes only and should not be construed as a contract or guarantee of performance or results.

ABOUT COVID-19*

SYMPTOMS OF COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

According to the CDC, symptoms of COVID-19 are varied and may appear in as few as 2 days or as long as 14 days after exposure. CDC distinguishes acute respiratory illness of recent onset from chronic illnesses like asthma, allergies, or chronic obstructive pulmonary disease (COPD). Additional information from CDC regarding COVID-19 symptoms is available at the [Centers for Disease Control website](#).

HOW COVID-19 SPREADS

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people. The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that person-to-person transmission will continue to occur.

The CDC website provides the latest information about COVID-19 transmission.

* The ABOUT COVID-19 section of this plan was copied directly from OSHA's **Guidance on Preparing Workplaces for COVID-19**.

HOW YOU CAN HELP

To help keep our families, children and staff at Devereux School and D@W School healthy, families must adhere to the following practices:

- **STAY HOME WHEN SICK.** If your child is sick, keep your child home until free of fever without medication or other symptoms for 24 hours or cleared by a medical professional to return. If you are sick, please arrange for someone else to drop-off or pick up your child.
- **PRACTICE GOOD HYGIENE.** Cover your mouth with tissues whenever you sneeze or cough and discard used tissues in the trash. If that's not possible, cough or sneeze into your elbow. Do not cough or sneeze into your hand.
- **AVOID TOUCHING YOUR FACE,** especially your eyes, nose, or mouth with your hands.
- **WEAR A MASK** or face covering when in public. They are mandatory for adults on our property and in our facility.
- **PRACTICE PHYSICAL DISTANCING,** maintaining a physical separation of at least six feet with others when wearing a mask is not possible.
- **LIMIT SHARING.** Avoid using others' phones, tools, or equipment whenever possible.

SAFETY IN SCHOOL

OVERVIEW

In general, educators must follow strict regulations, particularly health and safety protocols. This focus on health and safety is vital in minimizing the spread of infectious diseases. Even pre-COVID-19, the high degree of sanitizing, disinfecting and health and safety regulations in school settings were in place to prevent the transmission of infectious disease. In order to minimize the spread of COVID-19, the **CDC issued guidelines** in March of 2020 (updated April 21, 2020).

We recognize that deciding whether to send your child back to school is complex, and the concerns for their health and safety must be balanced with employment needs. We have had the benefit of being in daily contact with multiple programs around the country who have been operating safely throughout the pandemic with new health and safety protocols, and are very reassured to know that families, children, and staff have remained healthy.

CHILDREN AND COVID-19

We're very closely monitoring the data and studies regarding children and COVID-19. Typically, when it comes to other respiratory infections and flu, children are in the high-risk category. While COVID-19 is a disease that scientists and doctors are still learning about, the past months of data have shown that not only do children not get the virus as often nor spread it as easily as adults, the vast majority of children with the virus will have mild disease or be asymptomatic. For more information from the CDC regarding [Children and COVID-19](#) click here.

HEALTH & SAFETY CHANGES OVERVIEW

KEEPING HEALTHY

ILLNESS: Parents, children and staff must stay home when sick.

LIMITING VISITORS: Non-essential staff, parents, and visitors are restricted from entering the program. Drop-off and pick-up will occur outside the building. Tours are currently on hold. Vendors drop off supplies outside of the building.

DAILY HEALTH CHECKS: All individuals will be required to self-screen at home before arriving at school and then confirm their results on Brightwheel prior to admittance. Any individual with a fever (100.0°F or above), cough, shortness of breath, gastrointestinal upset, new loss of taste/smell, muscle aches, chills/shaking, or any of the other signs of illness will not be permitted to enter the program.

HEALTH MONITORING DURING THE DAY: Staff actively monitor children throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting. Children exhibiting signs of illness will be separated from the larger group.

SYMPTOM MANAGEMENT: We have a safe space where it is easy to supervise isolated children who may become sick while in care. Children with symptoms of COVID-19 will be isolated followed by immediate parent pick-up. Self-isolation of any family members or staff exposed to or displaying symptoms of the virus will also be required.

SENT HOME SICK: If the child has symptoms but has not been exposed to COVID-19, they may return to school if they are free of symptoms and/or fever for 24 hours without the use of medication.

EXPOSURE: If a child or staff member has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or staff member will not be permitted to enter the school. Exposed individuals must stay home for at least 14 days after the last day of contact with the person who is sick. We will follow guidance from the local board of health on quarantine requirements for other children and staff members and what additional precautions will be needed to ensure the school is safe. We will notify parents if there has been a suspected or confirmed case of COVID-19 among the children or staff members while safeguarding the privacy of the individual.

ISOLATION: Exclusion protocols from the board of health will be followed for any child, staff, or family member with a positive test for COVID-19 or who are symptomatic and presumed to have COVID-19.

CLASSROOMS

SMALLER CLASSES: Classes, where applicable, will be broken into smaller groups and group sizes will remain stable.

RESTRUCTURED CLASSROOMS: Where possible, classrooms have been restructured to incorporate the larger square footage per child required. Tents have been put in place to create outdoor classrooms.

CONSISTENT STAFFING: Children will be in consistent groupings with consistent staffing and limited “floating” staff members. This will make it easier to trace contacts if a child or staff member does develop symptoms.

NO MIXING OF CLASSES: Groups of children will not mix with each other indoors or outdoors.

LIMITED SHARING: Children’s belongings will be separated, and children will be given individual art/learning supplies to minimize the spread of germs.

ENHANCED HYGIENE

INCREASED HANDWASHING: All individuals entering the building are required to wash their hands immediately. Monitored handwashing and hygiene protocols for children will be built in at all necessary times during the day. When outside or during activities where soap and water are not readily available for use, we will use hand sanitizer.

PERSONAL PROTECTIVE EQUIPMENT: Devereux School and D@W School require the use of face coverings among all program staff when physical distancing is not possible. Information will be provided to all staff on proper use, removal, and washing of face coverings.

At parent discretion, CDC and EEC encourage the wearing of masks/cloth face coverings for children age two and older who can safely and appropriately wear, remove, and handle masks. Masks should not be worn during outdoor play or rest time or if children are able to physically distance from others.

GLOVES: Devereux School and D@W School staff wear gloves at all times during food preparation, sunscreen application, and bathroom assistance.

TOYS FROM HOME: No toys from home will be allowed except a comfort item for sleeping.

TOOTHBRUSHING: Required toothbrushing has been temporarily discontinued by EEC.

TRAINING: Staff will be trained in recognizing symptoms, increased hygiene and disinfection protocols, as well as best practices in physical distancing with young children.

INCREASED SANITIZING + DISINFECTING

ENHANCED DISINFECTION: To ensure effective cleaning and disinfecting, surfaces will be cleaned using OSHA-certified cleaning products. High-touch surfaces, such as door handles, light switches, faucets, toilet seats, and handles will be disinfected throughout the day, and daily cleaning in all areas, on all touched surfaces will be performed. A thorough, deep cleaning of the entire school will be performed by OSHA-certified professional services twice a week at Devereux School and once a week at the D@W school. The drinking fountain will be replaced with a handwashing station at Devereux School.

VENTILATION: Our vents have been cleaned and sanitized. Fans have been placed in each classroom and windows will be kept open when possible to increase ventilation.

MATERIALS: As per usual, materials that children have placed in their mouths or that are otherwise contaminated by bodily fluids will be set aside until they are sanitized in the dishwasher. Cloth toys will not be used at all.

PHYSICAL (SOCIAL) DISTANCING

SIX FEET: Children will be kept 6 feet apart as much as feasible, and activities that encourage physical contact or close physical proximity will be suspended or held outside. Children will eat meals and snacks while spaced out or at their desks. Where applicable, rest mats will be placed head to toe. Whenever possible activities will occur outside where groups will respect their distances.

NONESSENTIAL VISITORS: For the duration of the pandemic, the program will not be admitting any nonessential visitors.

PLAYGROUND: Outdoor play will be separated by class.

SOCIAL-EMOTIONAL HEALTH

SUPPORT: We expect some anxiety and mixed feelings as children return to the classroom. We are in the process of planning how to manage and support their transition. Devereux School and D@W School are emphasizing sanitation and enhanced hygiene practices as well as social distancing.

WHAT YOU CAN DO

WE'RE ALL IN THIS TOGETHER: When we all follow the plan, the chance of transmitting disease is reduced. This plan is specific to COVID-19 and is in addition to our existing policies and procedures, which meet state licensing standards designed to help create a safe environment. Science shows us that when members of a community adhere to the following health and hygiene protocols, we can contain the spread of disease. Please refer to the **CDC recommendations for parents:**

- **STAY HOME WHEN SICK.** If your child is sick, keep your child home until free of fever without medication or other symptoms for 24 hours or cleared by a medical professional to return. If you are sick, please arrange for someone else to drop-off or pick up your child.
- **WEAR A MASK** or face covering when in public. They are mandatory for adults on our property and in our facility.
- **PRACTICE PHYSICAL DISTANCING**, maintaining a physical separation of at least six feet from others when not wearing a mask.

CHANGES TO HEALTH + SAFETY PROTOCOLS

KEEPING HEALTHY

ILLNESS

Parents, children and staff must stay home when sick.

LIMITING VISITORS

In order to limit direct contact between parents and staff members and adhere to physical distancing recommendations, Devereux School and D@W School will be suspending our open-door policy for families, visitors, and volunteers until further notice. Pick-up and drop-off of children will happen outside of the building and parents will no longer be allowed in the building unless there is a legitimate need to enter. If this is the case, you must notify Elizabeth and/or Paul for Devereux School and Kasey for D@W School. You will be screened as outlined below. Vendors will be asked to perform contactless drop-off, and tours are currently on hold. Extracurricular activity teachers such as music, gym, art, etc, will meet with children outside. We reserve the right to screen any individual seeking admittance to the property.

SELF-SCREENING

All staff, parents, children, and any individuals seeking entry into the program space must self-screen at home prior to coming to school for the day.

Self-screening includes checking for symptoms including fever, cough, shortness of breath, gastrointestinal symptoms (diarrhea, nausea, vomiting), fatigue combined with another symptom, headache, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold. Anyone with a fever of 100.0°F or above or any other signs of illness will not be permitted to enter the program.

It is crucial that you do not bring your child/children to Devereux School and/or D@W School if you or they are sick. If your child has any sign of illness, you must keep your child home until 24 hours has passed without the use of medication or with a doctor's clearance. Our staff will not report to work if they are experiencing any symptoms and must confirm their self-screen results prior to starting work.

DROP OFF AND PICK UP PROCEDURES

Due to the current regulations of social distancing, Devereux School will be implementing a new drop-off and pick-up routine. This routine will include specific, individual times for your child's arrival and departure. A follow-up schedule will be provided as the school year approaches.

****It is absolutely imperative** that these times are respected to ensure the flow and safety of all. Adults are required to wear a mask during pick-up/drop-off times. Rest assured we will stay up-to-date as regulations change.**

DROP OFF

Devereux School and D@W School's "welcomer" will greet children and parents outside upon their designated drop-off and pick-up times. Here parents will confirm that they have completed the required wellness screening done via Brightwheel, and — provided no symptoms of illness are identified — a staff member will take the child to their classroom and supervise, or help, with hand washing.

- Once you arrive at school please, electronically complete the self screening questionnaire to sign your child in via our Brightwheel app. A personal QR code will be provided at a later date.
- Individuals who decline to complete the screening questionnaire will not be allowed to enter the program space.
- We ask that only one adult get out of the car (if necessary) to drop off a child and that they wear a mask. Please try to be consistent in which adult drops off/picks up daily.
- One child will be admitted or released at a time (unless they are siblings living in the same household).
- We ask that if you plan to drop-off or pick-up your child outside of the outlined times, you call us to let us know.
- If possible, because they are more at risk for severe illness from COVID-19, older people such as grandparents should not drop off or pick up children.
- Please remain in your car if you see another drop-off or pick-up in progress.

HEALTH SCREENING

Parents will be required to answer the preemptive health-screening questions about their child using our Brightwheel App. If an answer to any of the questions below is yes, the child will not be allowed to enter the building and must return home with their parent or caregiver.

The welcomer will make a visual inspection of each child for signs of illness upon arrival.

- Once the child has passed the health screening, a staff member will supervise/help the child wash their hands and assist the child to the classroom.
- The standards were updated to remove the temperature check screening for children and staff entering programs.
- If you answer yes to any of the screening questions, you must keep your child home and return only if symptom-free for 24 hours (without fever-reducing medication).

HEALTH MONITORING DURING THE DAY

Staff will actively monitor children throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, vomiting, abdominal pain, and unexplained rash. Children who appear ill or are exhibiting symptoms will be separated from the larger group and isolated until they are able to leave the building. We will check the child's temperature with a contactless thermometer if the child is suspected of having a fever (temperature above 100°F)..

If any child or staff appears to have severe symptoms, emergency services will be called immediately.

ISOLATION

If a child becomes symptomatic, Devereux School and D@W School will do the following:

- We will immediately isolate the child from other children and minimize exposure to staff. We have a separate room to isolate children or staff who may become sick, with the door closed. Isolated children will be supervised at all times by a staff member wearing PPE. A separate bathroom will be made available when possible for use by sick individuals only. Others will not enter the isolation room/space without the appropriate PPE.
- The space will offer the child some comfort and allow staff to keep the child away from other children until the child can be picked up.
- We will contact the child's parents and send them home as soon as possible. If you are notified that your child is sick, you or an authorized person must pick up your child as soon as possible.
- We have an emergency back-up plan for staff coverage in case a child or staff member becomes sick.

Staff will regularly self-monitor during the day to screen for new symptoms. If a staff member becomes symptomatic, they will immediately stop their duties and be removed from others until they can leave the premises. If new symptoms are detected among a staff member, Devereux School and D@W School will follow the requirements above on how to handle symptomatic individuals.

EXPOSURE

If a child or staff member has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or staff member will not be permitted to enter the program. Exposed individuals must stay home for at least 14 days after the last day of contact with the person who is sick. We will follow guidance from the local board of health on quarantining for other children and staff and what additional precautions will be needed to ensure the program space is safe for continued schooling.

ISOLATION

Exclusion protocols from the board of health will be followed for any child, staff, or family member with a positive test for COVID-19 or who is symptomatic and presumed to have COVID-19.

TRAVEL

The Devereux School and D@W School travel plan protocol requires parents to inform Elizabeth, Paul, or Kasey, in writing, of any travel outside of New England. Governor Baker requires all travelers arriving to Massachusetts from outside of New England to self-quarantine for 14 days. For more information on travel and quarantining [click here](#).

CLASSROOMS + PLAYGROUNDS

SMALLER CLASSES: Devereux School and D@W School will closely follow the EEC and DESE guidelines and suggested ratios to limit group sizes.

RESTRUCTURED CLASSROOMS: Classrooms have been restructured to incorporate the larger square footage per child required, as well as the smaller group sizes. The classrooms have been rearranged to facilitate smaller group and individual play.

CONSISTENT STAFFING: Children will be in consistent groupings with consistent staffing and limited floaters. This will make it easier to trace contacts if a child or staff member does develop symptoms.

NO MIXING OF CLASSES: Groups of children will not be combined or mixed, either indoors or outdoors. The groups of children using the outdoor space will be alternated so that only a small number of children are using the equipment at one time.

LIMITED SHARING. Children's belongings will be stored in their respective places so they are not touching the belongings of other children. To minimize sharing of materials such as art supplies and equipment, each child will be given their own supplies. Whenever materials and spaces are shared, children will be reminded not to touch their faces and to wash their hands after using these items.

We have removed any items that cannot be easily washed (i.e. stuffed animals, pillows) or that encourage children to put the toy in their mouths (i.e. play food, pretend utensils). Shared items that cannot be cleaned or disinfected at all (i.e. playdough) will be removed from activity rotation for the duration of the pandemic, or children will be provided individual portions. We are exploring options for individual water and sensory play.

ENHANCED HYGIENE PRACTICES

RESOURCES AND SUPPLIES

Devereux School and D@W School have planned ahead to ensure that we have adequate supplies to promote frequent and effective hygiene behaviors. We have the following materials and supplies:

- Handwashing sinks are available in each classroom for the children and teachers or in adjacent restrooms and the kitchen.
- Hand Washing instructions have been posted near every hand washing sink where they can easily be seen by children and staff.
- Hand sanitizer with at least 60% alcohol will be utilized at times when hand washing is unavailable.

INCREASED HANDWASHING

WHEN: Devereux School and D@W School encourages, teaches, models, and reinforces increased handwashing protocols:

- All individuals entering the building are required to wash hands immediately.
- Children and staff will wash their hands or use hand sanitizer often making sure to wash all surfaces of their hands.
- Staff and children must wash their hands with soap and water for at least 20 seconds after:
 - entry into and exit from program space
 - when coming in from outside activities
 - before and after eating
 - after sneezing, coughing, or nose blowing
 - after using the restroom
 - before handling food
 - after touching or cleaning surfaces that may be contaminated
 - after using any shared equipment
 - after assisting children with handwashing
 - after assisting children in the bathroom
 - before and after administration of medication
 - after contact with facemask or cloth face covering
 - before and after changes of gloves.

HOW: Staff must know and follow the steps needed for effective handwashing:

- Use soap and water to wash all surfaces of their hands (e.g., front and back, wrists, between fingers) for at least 20 seconds, wait for visible lather, rinse thoroughly and dry with an individual disposable towel.
- Children will be assisted as needed with handwashing.

HAND SANITIZER: Children will be supervised when they use hand sanitizer to make sure they rub their hands until completely dry, so they do not get sanitizer in their eyes or mouth.

When outside or during activities where soap and water are not readily available for use, we will have carefully monitored use of hand sanitizer appropriate to the age of the child.

COUGHS OR SNEEZES

Children, families, and staff members must avoid touching their eyes, nose, and mouth. Children will be taught to use a tissue to wipe their nose, cough inside their elbow and wash their hands immediately afterwards.

FACE MASKS/COVERINGS:

We remind families and staff that all individuals are encouraged to adhere to the CDC's recommendations for wearing a mask or cloth face covering whenever going out in public and/or around other people. The CDC has extensive information on masks and cloth face coverings [here](#).

STAFF: To slow the spread of COVID-19, Devereux School and D@W School staff must wear a cloth face covering while serving children and interacting with parents and families. Devereux School and D@W School requires our staff to wear masks or face coverings during the program day whenever 6 feet of physical distancing is not possible.

- Masks and face coverings will be washed daily. Staff masks will be washed in a washing machine in hot water and dried fully before using again.
- Whenever possible, we will use transparent face coverings to allow for the reading of facial expressions, which is important for child development.

CHILDREN: Devereux School and D@W School will be providing 2 masks to each student which will remain at the school and will be washed daily when/if used. The CDC encourages the wearing of masks or cloth face coverings for children age 2 and older who can safely and appropriately wear, remove, and handle masks. Additional guidance on use of face coverings and masks by children is as follows:

- When children can be safely kept at least 6 feet away from others or when outside, they do not need to be encouraged to wear a mask.
- Masks must not be worn while children are eating/drinking, sleeping, and napping. Physical distancing will be practiced during these activities. Masks do not need to be worn while engaging in active outdoor play if children are able to keep physical distance from others.
- Families may provide their children with an additional supply of clean masks and face coverings for their child as needed. These families must have a plan for routine cleaning of masks and face coverings, clearly mark masks with the child's name, and clearly distinguish which side of the covering should be worn facing outwards so they are worn properly each day.
- Devereux School and D@W School require that parents/guardians wear a mask during drop-off and pick-up.

EXCEPTIONS: Exceptions for wearing face masks include situations that may inhibit an individual from wearing a face mask safely.

GLOVES

Devereux School and D@W School staff will wear gloves when necessary. Disposable gloves will be discarded after use. After removing gloves for any reason, staff will wash their hands or use hand sanitizer.

PROPER USAGE

Proper guidelines are strictly followed when cleaning, sanitizing, and disinfecting.

- All sanitizing and disinfecting solutions are used in areas with adequate ventilation.
- Cleaning products to be used are OSHA-certified.
- All chemicals will be kept out of the reach of children.
- We strictly follow directions on the label, ensuring that the disinfectant is approved for that type of surface (such as food-contact surfaces). We follow manufacturer's instructions for application and proper ventilation.
- Single-use items will be used for cleaning, sanitizing, and disinfecting.
- All sanitizing and disinfecting solutions are labeled properly to identify the contents and stored separately from food items.

GENERAL GUIDELINES

Devereux School and D@W School will follow these general guidelines for cleaning, sanitizing, and disinfecting:

- We have intensified our routine cleaning, sanitizing, and disinfecting practices, paying extra attention to frequently touched objects and surfaces, including door knobs, bathrooms and sinks, and banisters.
- We clean and disinfect materials and items used by children more frequently than usual and take extra care to ensure that all objects that children put in their mouths are removed from circulation, cleaned, and sanitized before another child is allowed to use it.
- While cleaning and disinfecting, staff wear gloves as much as possible. Handwashing or use of an alcohol-based hand sanitizer after these procedures is always required, whether gloves are used or not.

INDOOR AREAS

- Per EEC, 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. We regularly inspect and dispose of books or other paper-based materials that are heavily soiled or damaged.
- Materials that children have placed in their mouths or that are otherwise contaminated are set aside until they are sanitized in a dishwasher.

OUTDOOR AREAS

- Children use our outdoor areas by group and we clean and disinfect between each group's use.
- High touch surfaces made of plastic or metal, including play structures, tables and benches, are frequently cleaned and disinfected.
- Cleaning and disinfection of mulch and sand is not necessary.

AFTER A POTENTIAL EXPOSURE

If an individual within Devereux School and D@W School has a confirmed/suspected COVID-19 diagnosis, the CDC recommends closing off areas visited by the ill persons, opening outside doors and windows, and using ventilating fans to increase air circulation in the area. Thorough cleaning and disinfecting of all areas will follow.

PHYSICAL DISTANCING

It's one thing to physically distance for adults because we have the ability to remember and follow rules and control our bodies. Young children are naturally social and crave physical contact with their loved ones and caregivers. We are careful to balance the need for health and safety with the social-emotional needs of children. We do not discourage children from playing together. When feasible, we will do our best to limit physical interaction, but we believe there is more to keeping healthy than just staying COVID-free, and that returning to the joy of playing with friends, of interacting with others, and of feeling safe in a group is also extremely important for children's mental health. Having a smaller number of children in the classroom allows for creativity with how to set up and maintain social distancing while still allowing for conversation and interaction between children.

- We will limit immediate contact.
- Indoor and outdoor spaces for children will be organized in a way that allows staff to maintain consistent physical distancing guidelines. The classrooms have been physically rearranged to space activity areas and centers as far apart as possible.
- Until further notice, we will not be holding gatherings, events, or extracurricular activities.
- All field trips and specialists will be virtual or held outside.

IF A CHILD/EMPLOYEE CONTRACTS COVID-19

We'd like to thank you in advance for your patience and understanding about a positive case and the steps that we must take in response. We take our responsibility to provide healthy and safe care very seriously, and to be here when you need us. While working through a positive case may be new to many parents, epidemiologists are now cautioning that we will be living with COVID-19 for many months to come, so dealing with a positive case needs will be incorporated into our typical policies and routines.

A POSITIVE CASE AND MEDICAL CONFIDENTIALITY

Since we severely restrict access into the building by non-essential visitors, a positive case of coronavirus within Devereux School and D@W School will likely be from a child or staff member. Medical confidentiality laws restrict how much personal information we can share about the person who tests positive, including their identity.

WHO IS AFFECTED — CONTACT TRACING

For contact tracing purposes we will work with the state and local health departments. Devereux School and D@W School's health and safety protocols limit close contact within the program, reducing possible exposure so only a percentage of children and staff in the program will have been in close contact with the person who tests positive.

WILL Devereux School and D@W School STAY OPEN OR CLOSE?

- If we have a suspected or confirmed case of COVID-19, we will consult the board of health to determine whether we need to close. By limiting the use of floaters and not mixing classrooms, we greatly decrease the likelihood of the entire school being closed.
- In the case that Devereux School and/or D@W School are forced to close either partially or completely by the board of health we will supplement with remote learning. We are working hard on finding new solutions to aid in our online learning platforms to enhance the overall experience. Please contact your child's teacher directly for further details regarding remote learning.

WHY MIGHT DAILY HEALTH SCREENINGS FAIL TO CATCH A POSITIVE CASE?

- Our daily health screenings detect symptoms of coronavirus if they are present. When a person actually tests positive, the health department determines a close contact within 2 days prior to symptoms or a positive test result. Some individuals who test positive are asymptomatic, particularly children.

POSITIVE OR PRESUMED POSITIVE CASES

Sick children or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 will not be allowed to return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. If a child or employee is presumed to have COVID-19, Devereux School and D@W School will:

- Determine the date of symptom onset for the child/staff.

- Determine which days, if any, the child/staff was at Devereux School and D@W School while symptomatic or during the two days before symptoms began.
- Determine who had close contact with the child/staff at the program during those days (staff and other children) [see above for definition of close contact].
- If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 10 days have passed from the date of the positive test, as long as the individual remains asymptomatic.

NOTIFICATION

In the event that we experience a positive exposure, Devereux School and D@W School will notify the following parties:

- Employees and families about exposure while maintaining confidentiality. Close contacts will be contacted personally while incidental contacts will receive a general email.
- The local board of health and licensing agencies if a child or staff is COVID-19 positive.

SELF-ISOLATING FOLLOWING POTENTIAL EXPOSURE

In the event that a staff member or child is exposed to a sick or symptomatic person, Devereux School and D@W School will adhere to the following protocols:

- If a child or staff has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or staff will not be permitted to enter the program and will be sent home. Exposed individuals must stay home for at least 14 days after the last day of contact with the person who is sick. Devereux School and D@W School will consult with the local board of health for guidance on quarantine for other children and staff and what additional precautions will be needed to ensure the program space is safe for continued services.
- If an exposed child, staff or household member subsequently tests positive or their doctor says that they have confirmed or probable COVID-19, they must meet all three requirements:
 - stay home for a minimum of 10 days from the 1st day of symptoms appearing
 - be fever-free for 72 hours without fever-reducing medication
 - experience significant improvement in symptoms
- In the event that a child is directed to stay home, and given they are healthy enough to participate, remote learning will be available. Please speak to your child's teacher directly for further information.
- Release from isolation is under the jurisdiction of the local board of health where the individual resides.

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