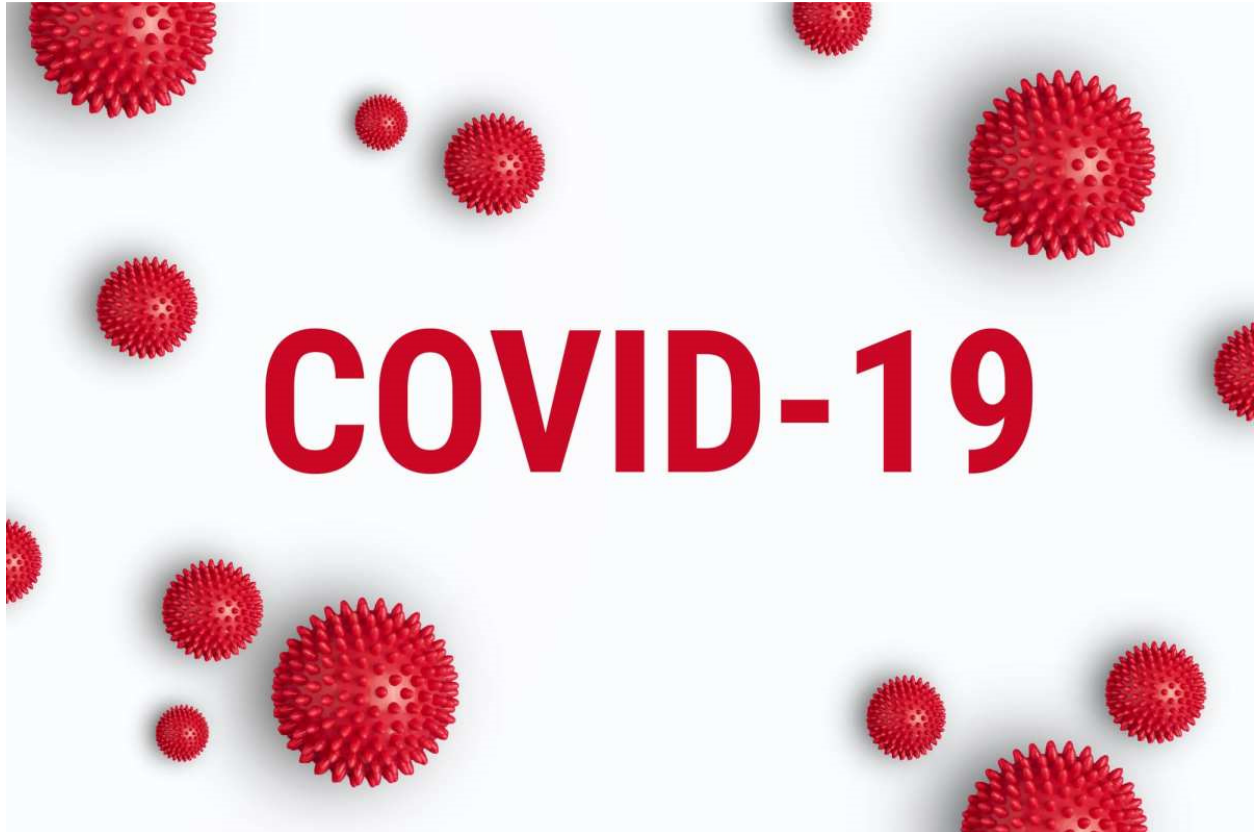


Oak Ridge Schools' Preschool/Head Start Parent Handbook Addendum



COVID-19 Related Phrases and Definitions

COVID-19 - On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease.

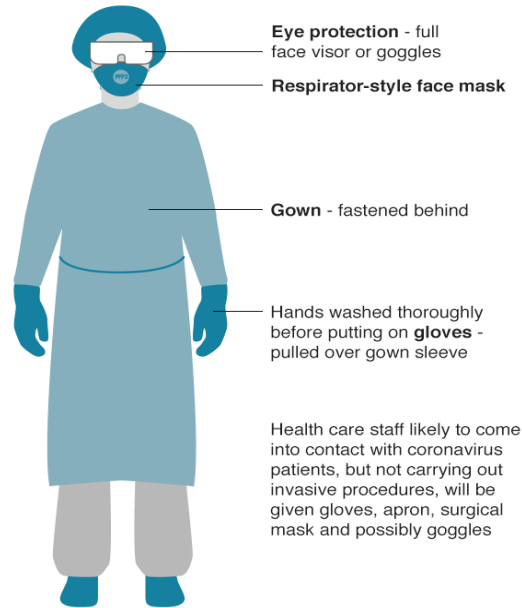
There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

Personal Protective Equipment (PPE) - Personal protective equipment (PPE) refers to protective clothing, helmets, gloves, face shields, goggles, surgical masks, respirators, and other

equipment designed to protect the wearer from injury or help prevent wearer exposure to infection or illness.

Personal protective equipment for health staff handling coronavirus patients

Full protective gear given to staff carrying out procedures likely to generate airborne droplets from mouth, throat or lungs



All the equipment is disposable
Source: Public Health England

BBC

Parent Handbook COVID-19 Instructions and Additions

Oak Ridge Schools' Preschool/Head Start Parent Handbook Covid-19 Instructions and Additions

Parent Drop-Off and Pick-Up



Student arrival times will be staggered.

Students in 4 year old classrooms: 7:45 arrival

Students in 3 year old or multi-age classrooms: 8:00 arrival

No parents will be permitted to enter the building. All students will arrive through the car line. Preschool staff will meet parents and the student at the car to escort the child to the building. Parents should have the child out of the car and holding their hand on the sidewalk, waiting for a staff member to check the child's temperature and take him/her into the school.

At dismissal, parents should remain in the car and wait in the car line. **Please do not walk up to the building to pick up your child at this time.**

Please try to be on time for drop off and pick up. Any late arrivals will need to walk your child into the school office. If you plan to pick your child up early, please call the office as early as possible. When you arrive to pick up your child,

you will need to enter the office to sign out your child. A staff member will bring your child from the classroom.

If you must change your child's transportation means on any given day; i.e., from a bus rider to a car rider, you must notify the office before 1:15 pm.

Good Morning Health Check

Staff members will do a quick morning health check on your child at arrival. We will be staggering arrival times to promote social distancing. This year the morning health check will include checking your child's temperature and asking parents a few short health questions. This will take place on the sidewalk outside of the school during arrival. Children who have a fever of 100.40 (38.00C) or above or other signs of illness will not be allowed to attend or to remain at school. We encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.

Staff will use a non-contact (temporal) thermometer or alternate with a disposable covering to check your child's temperature.

What to expect at the Health Check

Staff doing the morning health check will ask that you confirm that the child does not have fever, shortness of breath or cough and any other questions recommended by the center for disease control, which may include:

- Have you or your child been in close contact with a confirmed case of COVID-19 within the past 14 days?
- Is your child experiencing a cough, shortness of breath, sore throat, or stomach symptoms?
- Has your child had a fever in the last 24 hours? Have you had a new loss of taste or smell?
- Has your child had vomiting or diarrhea in the last 24 hours?

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. Since it is so easy to take the temperature, parents are welcome to have theirs checked also! If parents have a fever of 100.4 or more, we ask that they leave immediately and make appropriate plans for their child, as they should not return to the center for 24 hours.

When does your child need to stay home?

Your child will need to stay home if they have any of the following ailments or symptoms

- Fever of 100.4 or above in the last 24 hours
- Shortness of breath/difficulty breathing
- Cough, sore throat, chills, muscle aches, loss of taste or smell
- Vomiting or diarrhea within the last 24 hours
- Contagious illness such as flu, pink eye, ringworm, scabies, chicken pox, measles, Shigella, strep throat, Impetigo, or other contagious diseases.
- Head lice



Parents, volunteers, and other visitors

After the morning health check, your child will be escorted to the classroom by one of our preschool staff members. At this time, parents, volunteers, and other visitors are not allowed to enter the classrooms. If your child has separation issues, we will do everything we can to reassure your child. We are happy to work with parents on a plan to make this process easier for all. We hope this requirement does not last all year. We love to have our parents and volunteers visit! Parents will use face coverings if they enter the building, and we can provide disposable masks as needed.

Sick Child

Preschool staff may check child temperatures as needed throughout the day. If your child begins running a temperature of 100.4 or greater, or if your child shows any symptoms of COVID, your child will be taken to an isolated area in the school to await pick-up. A staff member wearing personal protective equipment (PPE) will be assigned to stay with your child until you arrive for pick-up.



If your child becomes ill, we will contact you by phone so that you may pick up your child as soon as possible. It is very important that your emergency contact information be kept up to date. Please let your family service worker or other staff member know if there have been any changes in your contact information. If we are unable to contact you, we will begin calling the individuals you have listed on your child's emergency contact list. If you list a grandparent, uncle, aunt, cousin, friend, or neighbor, please make sure we also have their updated contact information. Please inform those listed on your child's emergency contact list that you have identified them as being able to pick your child up from school should they become ill.

When you arrive to pick up a sick child, please enter the school office. You must wear a mask when entering the school.

Positive COVID-19 Cases

We are required to report all positive cases of Covid-19 to the Tennessee Department of Childcare Licensing and the local health department. In the event that a staff or child tests positive for Covid-19, we will follow the guidance from the local health department and the CDC.

Contact information for children and staff that have been in close contact with the individual testing positive for Covid-19 will be shared with the local health department. If a child comes in close contact with someone with Covid-19, the health department will likely ask that your child be quarantined for 14 days.

Close contact is defined as any individual who was within 6 feet of an infected person for at least 10 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient (infected person) is isolated.



Classrooms Strategies to Prevent the Spread of Covid-19

We have put measures in place to keep children and staff safe in the classroom.

A few strategies we are putting in place include but are not limited to:

- Requiring all staff to have a **daily health screening** before beginning their day. Staff with a fever of 100.4 and above or displaying COVID symptoms will not be allowed to remain at the school.
- Screening all children. **All children will have a daily health screening** before entering the building. Children with a fever of 100.4 and above or displaying COVID symptoms will not be allowed to remain at school.
- Asking parents to take their child's temperature before coming to school.
- Adding tape on the floor to indicate walking paths in the hallway and to provide social distancing.
- Encouraging the use of masks for children. (Each child will have his/her own mask and will be encouraged to wear it throughout the day. Staff will encourage this use through modeling, picture cues, and increasing students' tolerance for wearing masks for longer and longer periods of time. Mask breaks will also be provided, with social distancing as much as possible.) Students may bring a mask from home. If he/she does not bring a mask, a mask will be provided.
- **Requiring all staff and visitors to wear a mask.**
- Providing each child with their own supply box of art supplies, playdough and sensory items, encouraging children to use their own materials.
- Limiting the number of children allowed to play in an interest area (learning center) and sanitizing toys after each use to the extent possible.
- All soft fabric items will be removed from the classrooms; i.e., pillows, stuffed animals, soft dolls, etc.
- Sand, water and playdough play will only take place if each child is assigned their own personal container with the item and labeled for their use only. Handwashing procedures will be followed before and after play with these items.
- Daily sanitizing of each classroom and all used materials with the use of a sanitizing fogger.
- Children and adults to wash hands upon entering classrooms and regularly throughout the day.
- Hand sanitizing stations provided throughout the building for adult use. Adults to sanitize hands prior to entering classrooms and other rooms in the building. (Hand sanitizer will be kept out of the reach of students)
- We will not be brushing teeth at our school this year. We do encourage parents to allow their child time for tooth brushing at home. We will be sending home reminders about the importance of promoting good oral health. Toothbrushes and toothpaste will be sent home throughout the year.
- No backpacks may be used at this time.

- Students may bring a blanket from home for use during rest time. This blanket will remain at school and may not go back and forth to home. The blankets will be laundered at the school at least weekly. No other toys or other items from home will be permitted.



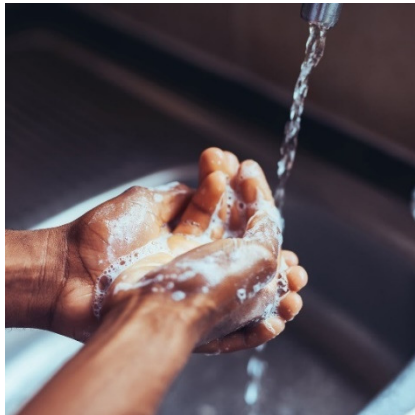
Cleaning and Sanitation



Objects/Surfaces such as doorknobs, light switches, keyboards, electronic devices, and other high touch surfaces will be cleaned often, using Center for Disease Control (CDC) guidance. We have temporarily removed soft toys that cannot be easily cleaned from classrooms. All cleaning products are labeled and will be kept out of reach of children. It appears that COVID-19 is a real airborne danger, and fortunately is relatively easy to clean on surfaces.

Hand Hygiene

ORSP will continue to teach children good hand hygiene. Teachers will assist children with handwashing. Our staff will continue to follow the [CDC guidelines for handwashing](#) along with other CDC recommendations to the extent feasible.



Masks

Parents- All adults are required to wear a mask prior to entry to the building. If you do not have a mask, a mask will be provided to you.

Children- Students are required to wear masks. With this said, students will be provided ample opportunities to take a break from wearing masks. When social distancing is possible, masks may be removed. We realize that children will likely be taking the masks on and off, playing with the masks, etc.

Masks are an important part of keeping children and staff safe and virus free. Preschool staff will support students as they learn to wear the masks and tolerate them for longer time periods.

- Children will be provided with a mask that should come back and forth between home and school.
- *The wearing of masks will be approached as a teaching opportunity, not a punitive situation.* Children that remove their mask may store them in their cubby. Masks are removed during rest times and drinking and eating activities.
- Masks that are provided by the school will be washed by preschool staff. Parents do not need to send a mask to school with their child unless the child has a favorite mask. We will provide masks to all children. If a mask is brought from home, it will be sent home with the child to be washed at home.
- If a child is unable to wear a mask due to a medical condition, the parent must complete a “mask exemption form”.

Staff Members - Masks will be worn by preschool staff when social distancing is not possible. Staff members may step six feet away from children and other staff and remove their mask for a short period of time. Staff will not be required to wear a mask when working alone in their assigned work area (unless they prefer to) or are assigned some select tasks. They must keep a mask nearby to put on when visitors arrive.



School Closings



Our preschool will **follow the Oak Ridge Schools schedule** for closures due to weather and Covid-19. For an extended closure, we will implement a Remote Learning Plan. (This plan will be communicated to parents)

Transportation

Students do have the option to ride the school bus home from the preschool. As much as possible, students will be placed one child per seat. Siblings may be placed together in a seat. Where this spacing

is not possible, every effort will be made to limit the length of time the students must be placed together in a seat.

Each child will receive a temperature check before leaving the classroom for the day.

Students will wear masks when riding the bus. Exception will be made for students with a “Mask Exemption Form” on file with a medical reason for not wearing the mask.

Parent Communication

Maintaining good parent/staff communication is key during this time. We want to encourage parents to contact us at any time with their comments, compliments, or concerns. We may be reached at (865)425-9101.



Visit our Website

Parents are encouraged to visit our website at www.ortn.edu. The district’s site includes the most current district plans as well as resources regarding COVID-19 and other topics.

Facebook and Twitter



We want to encourage your family to send us a friend request and to “Like” our page on Facebook at *Oak Ridge Schools Preschool Family Services*. We will keep you up to date on current events and share pictures and videos to support you as you keep connected with our school.

Home Visits

Home visits are important because they help us get to know you and your child. They give your child’s teacher a chance to see your child in the most comfortable place. Children are happier at the center if they have seen you and their teacher together first. Home visits are not an inspection. We want to visit all our families, so please think of home visits as a way to get to know each other. Our rules and regulations require these visits unless you wish to prohibit them.

This year, in order to ensure the health and safety of families and staff, home visits will be done virtually, using Zoom.

Parent Conferences

We will continue to conduct two parent conferences during the school year. Normally, our center staff meets in-person with each family to discuss goals and progress for both children and the families. This year, these meetings will occur virtually or in a way in which social distancing can be maintained.

Parent Volunteers

Due to the restrictions on visitors to our school, we are encouraging alternate types of volunteering. Here are some ideas:

- We need participants in our parent groups and Policy Committee.
- Parents can be of great help in keeping up with community resources and also in letting other parents know about our program. Please suggest postings for our social media and community resource lists.

Please note that we are printing this handout “at the last minute” as we are revising our policies as the Center for Disease Control sends out new guidance based on science and best practices. Let us know if you need additional information or copies for other family members.