



UPDATED 01/15/21

Reopening Plan/Covid Handbook 2021

INTRODUCTION

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. The rapid global 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, as well as local boards of health. The New Nursery School is 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 becomes available 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. The date that the plan was most recently updated is noted on the bottom left corner of every page. We welcome feedback on this plan and your thoughts on how we can be as safe as possible during this crisis, particularly from the many members of the medical and scientific community that are parents and family members of the enrolled children.

In order to reopen, all childcare providers in Massachusetts must comply with the new standards. These protocols and standards will most likely evolve and we will update this handbook.

COVID PROTOCOLS

*Close contact is defined as being within 6 feet of a COVID-19 positive person for longer than 15 minutes.

1. IF A CHILD OR STAFF MEMBER TESTS POSITIVE FOR COVID 19

An individual who tests positive must immediately quarantine. The positive individual may return to school or work when they have been released from isolation by a public health authority. Return to school will typically be:

- 10 days after symptom onset if symptoms are improving AND individual has been fever free, without fever reducing medication for at least 24 hours, or
- 10 days from test day if asymptomatic

What NNS will do:

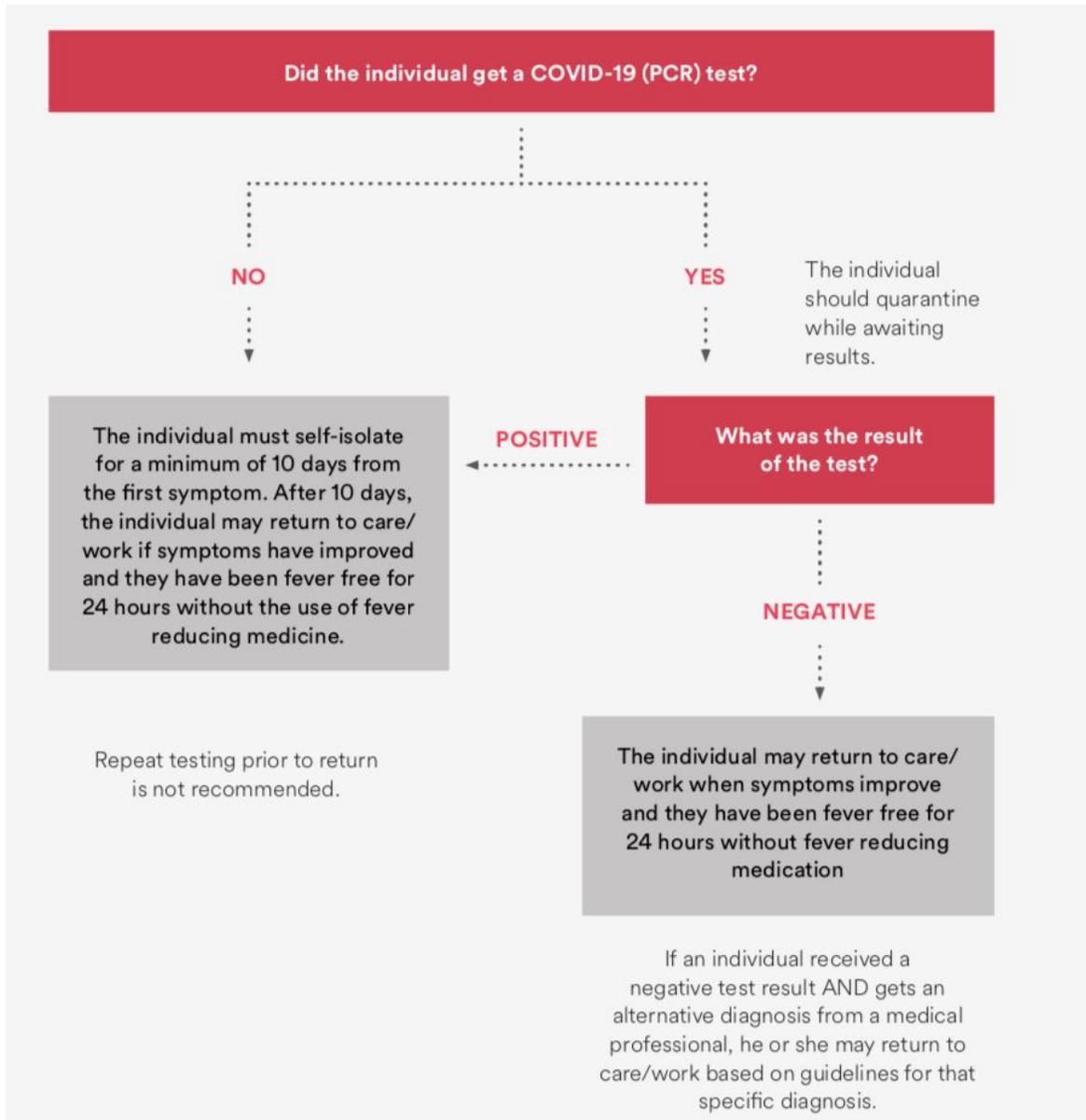
1. NNS will assist in contact tracing. While maintaining confidentiality, We will identify close contacts personally and everyone else will receive a general email. We will also notify the local board of health, EEC licensing agencies and UCC pastor, Leanne Walt.

2. NNS will clean and sanitize the entire center per CDC guidelines.

2. IF A CHILD OR STAFF MEMBER IS SYMPTOMATIC

Anyone that is symptomatic should consult their doctor and be tested for Covid 19.

- If a symptomatic individual does not get tested, they may return after 10 days in self isolation AND their symptoms are improving AND they have been fever free, without fever reducing medication for at least 24 hours AND with a doctor's note.
- If a symptomatic individual tests negative, they may return to school when symptoms begin to improve AND they have been fever free, without fever reducing medication for at least 24 hours.



*adapted from EEC PLAYBOOK

3. IF A CHILD OR STAFF MEMBER IS IDENTIFIED AS A CLOSE CONTACT

An individual identified as a close contact must immediately quarantine. If contact is ongoing (e.g. household member is positive), then all household members should stay home in self-quarantine until

the infected individual is no longer considered infectious per Department of Public Health guidance. Secondary contacts (contacts of contacts, e.g. household members of close contacts) do not have, though it is recommended, to quarantine unless/unless the primary contact tests positive. 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. Exposed individuals must quarantine until they are released by a public health authority. A close contact will need to quarantine for:

- 7 days if the individual gets a negative test results on or after day 5, experiences NO symptoms, and continues to monitor for symptoms through day 14.
- 10 days if the individual experiences NO symptoms and continues to monitor thoghugh day 14.
- 14 days if the individual experiences ANY symptoms during the 14 days.

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If contact is ongoing (e.g. a household member is positive), then all household members should stay home in self-quarantine until the infected individual is no longer considered infectious per Department of Public Health guidance. **Secondary contacts (contacts of contacts, e.g. household members of close contacts) do not have to quarantine unless/until the primary contact tests positive.**



7 DAYS	10 DAYS	14 DAYS
If close contact gets a negative test result on or after day 5 + experiences NO symptoms and continues to monitor for symptoms through day 14.	If close contact experiences NO symptoms and continues to monitor for symptoms through day 14.	If close contact experiences ANY symptoms during the 14 days.

*Adapted from EEC PLAYBOOK

HEALTH + SAFETY PROTOCOLS

NEW PROCEDURES

DROP OFF: Drop-off of children will be a rolling vehicle drop off. Parents should drive around to the back entrance of the building (the regular NNS entrance) and put their vehicle in park in front of the stairs. Parents and children in the vehicle must have their masks on. Parents are asked to unbuckle their children and have their back pack easily accessible in the back seat. The director, an administrative assistant, or classroom teacher will assist children out of the vehicle and bring them into the building. Daily attestation form will be available to complete online. Parents must complete the form each day.

If there happens to be a backup in front of the building, please circle through the parking lot driving straight and then through the third, then second parking rows until you loop back to the row in front of the doors. We can not have cars backed up on Main Street.

Parents will no longer be allowed in the NNS space unless there is a legitimate need to enter (in which case, you must notify the Administration, and you will be screened as outlined below).

Class start times have been staggered to allow for a smooth, less crowded drop off. NNS requires that parents/guardians wear a mask when on the premises and at all times during drop-off and pick-up.

- We ask that only one adult drop off a child when possible. Please try to be consistent in which adult drops off/picks up daily.
- Please no congregating in groups during drop off and pick up.
- Everyone will use hand sanitizer upon entering.
- Parents and staff must sign written attestation forms daily regarding any household contacts with COVID-19, symptoms (see attached), or if they have given children medicine to lower a fever. An attestation form is available on the NNS website; you will be required to complete one each day online. Forms will also be sent home via email and families can also bring the completed form if preferred.
- We request families to drop off and pick up on time. If you plan to drop-off or pick-up your child outside of the outlined times, you call us, 781-659-2535, to let us know when you arrive in the parking lot.
- Individuals who decline to complete the screening questionnaire will not be allowed to enter the program space.

PICK UP: The Playground and Greenspace will be used for dismissal. Adults picking up must wear a mask.

- If picking up on the playground, parents can park in the spots against the fence or in the first row. We do ask parents to get out of their vehicle and remain socially distanced from other parents picking up. Please only one parent or family member waiting at each cone. Children will be released one by one from the playground/greenspace to their parent/caregiver. Adults are asked to quickly return to their vehicle and not to congregate.
- If picking up on the green space, parents/caregivers can pull up alongside the green space. Parents will need to quickly get out of their vehicle to pick up their child from the side gate.
- When weather doesn't allow us to be outside, pick up will be at the rear entrance of the building (regular NNS entrance), similar to drop off. Parents can drive up and we will usher children to their vehicles. PLEASE have your last name CLEARLY displayed, so we know which vehicle is yours. You can then pull ahead and into a parking space to buckle your child in.

LIMITING VISITORS: Non-essential staff, parents and visitors are restricted from entering the program. Vendors will drop off supplies outside the school space in the foyer. In order to limit direct contact between parents and staff members and adhere to physical distancing recommendations, NNS will be suspending our open-door policy for families until further notice.

TRAVEL: While NNS does not have a specific travel requirement, families must follow all Massachusetts State Travel Orders.

KEEPING HEALTHY

SELF HEALTH SCREENING: All individuals will be required to self-screen at home before arriving at the program, and then screened prior to admittance into the program for symptoms of infection. Self screening includes all symptoms below that are part of the check in process. (See below)

It is imperative that you do not bring your child to NNS if you or they are symptomatic. 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.

DAILY HEALTH SCREENING: Parents will be required to answer the following questions about their child and complete an attestation form online each day. Families must complete the form prior to coming to school. A link on the NNS website can be used to access the form. If any of the below are answered as a "yes", the child will not be allowed to attend school that day and must return home with their parent or caregiver. Families must keep their child home symptom-free for 24 hours (without fever-reducing medication).

- Today or in the past 24 hours, have you or any household members had any of the following symptoms? Fever (temperature of 100.0°F or above), felt feverish, or had chills? Cough? Sore throat? Difficulty breathing? Gastrointestinal symptoms (diarrhea, nausea, vomiting)? Alone will not exclude a child from participation, but in combination with other symptoms are cause for exclusion: Fatigue? Headache? New loss of smell/taste? New muscle aches? Runny nose or congestion? Any other signs of illness? If you answer yes to any of the screening questions, the child will not be allowed to attend school that day.
- In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)? (Close contact is defined as being within 6 feet of an individual who has tested positive for COVID-19 for more than 15 minutes while that person was symptomatic, starting 48 hours before their symptoms began until their isolation period ends.)
- Are you following the MA travel guidelines?

Greeter will make a visual inspection of each child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or other symptoms in screening.

Once the child has passed the health screening, the child will be escorted to their classroom and the staff member will discard gloves if worn, use hand sanitizer and use new gloves (if necessary) before returning to the check in station to assist with next drop off.

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, and vomiting and children exhibiting signs of illness will be separated from the larger group.

If a child becomes symptomatic, NNS will do the following:

- We will immediately isolate the child from other children and minimize exposure to staff. We have a separate room, Room 6, to isolate children or staff who may become sick. The door can be closed and windows opened. Isolated children will be supervised at all times by a staff member, director or administrative assistant, wearing PPE. A separate bathroom, bathroom at the end of the hallway beyond the fire door, will be made available when possible for use by sick individuals only. Others will not enter the isolation room/space.
- 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 home as soon as possible. If you are notified that your child is sick, you or an authorized pick-up person must pick up your child as soon as possible.
- We have an emergency back-up plan for staff coverage, using the director, or administrative assistant, when a teacher may become sick during the day.
- We have masks available for use by children and staff who become symptomatic until they have left the premises of the program. Those being discharged due to suspected infection will depart from a designated separate exit from the exit used to regularly exit. We will use the side entrance/ exit of the building located in the church hallway under the stairs.

SENT HOME SICK: If the child has symptoms, but has not been exposed to COVID-19, they may return to childcare after being symptom free for 24 hours and with a doctor's note.

PHYSICALS AND IMMUNIZATIONS: Physicals must be documented and updated annually per EEC regulations. Immunizations must be current and up to date. The flu vaccine requirement has been removed by the DPH.

CLASSROOMS + PLAYGROUNDS

SMALLER CLASSES: Preschool classes will have a maximum group size of 10, PreK classes will have a maximum group size of 15 staffed with two teachers, and Kindergarten Enrichment will have a maximum group size of 9 staffed with one teacher.

RESTRUCTURED CLASSROOMS: Where needed, classrooms have been restructured to incorporate the larger square footage per child required, as well as the smaller group sizes for preschool. The classrooms have been rearranged to facilitate smaller groupings and individual play, including setting up play activity stations with furniture and/or tape. The number of children permitted to use any one space or activity center at the same time will be limited to one or two children.

CONSISTENT STAFFING: Children will be in consistent groupings with consistent staffing and limited floaters, mainly director, and administrative assistants. 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. High-touch surfaces such as grab bars and railings will be cleaned and disinfected each day by the staff.

LIMITED SHARING: Children's belongings will be stored in bags in their cubbies, so they don't touch. To minimize sharing of materials such as art supplies and other materials, each child will be given their own supplies daily in a labeled bin. If children are rotating around to various activities, they will be monitored closely. Materials that may be placed in their mouth will be removed for disinfecting. Whenever materials and spaces are shared, children will be reminded not to touch their faces and to wash their hands after using these items. All materials/toys used will be disinfected after use by the classroom teacher either after use or at the end of the day. We have removed any items that cannot be easily washed (e.g. stuffed animals, pillows, soft items) or that encourage children to put the toy in their mouths. Sensory play i.e. sand, playdough will be individually provided in individual portions. Shared items that cannot be cleaned or disinfected at all will be removed.

ENHANCED HYGIENE PRACTICES

NNS has 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 and readily accessible in bathrooms across the hall from classrooms for the children and in the foyer for teachers, as well as in 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 not available.
- Hand sanitizer will be stored securely and used only under supervision of staff. Staff will make sure children do not put hands wet with sanitizer in their mouth and will teach children proper use.
- Masks will be available for adults and children, though staff and children are encouraged to bring their own each day.
- PPE: gloves, shields and glasses will be available for staff to wear.

INCREASED HANDWASHING

WHEN: NNS encourages, teaches, models, and reinforces increased handwashing protocols:

- Parents and caregivers must wash their own hands and assist in washing the hands of their children before dropping off, prior to coming for pick up, and when they get home.
- All individuals entering the building are required to wash hands or use hand sanitizer immediately. Hand Sanitizer stations will be available throughout the school space.
- 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 or use hand sanitizer 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 toileting and diapering
- before handling food
- after touching or cleaning surfaces that may be contaminated
- after using any shared equipment
- after assisting children with handwashing
- 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 individual disposable towel.
- Visual steps of appropriate hand washing will be posted to assist children or they will be instructed to sing the “Happy Birthday” song TWICE (approx. 20 seconds) as the length of time they need to wash their hands.
- Children will be assisted as needed with handwashing.

HAND SANITIZER: Hand sanitizer will be kept out of the reach of children and its use monitored closely (due to its high alcohol content, ingesting hand sanitizer can be toxic for a child). 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. A permission for hand sanitizer use has been included in the enrollment packet.

COUGHS OR SNEEZES: Children, families, and staff must avoid touching their eyes, nose, and mouth. Children will be taught to use tissue to wipe their nose and to cough inside their elbow and wash their hands or use hand sanitizer immediately afterwards. Staff are trained to cover coughs or sneezes with a tissue, then the tissue thrown in the trash. They must wash their hands with soap and water immediately afterwards or use hand sanitizer.

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. Disposable masks are single use, cloth masks must be washed daily in hot water, and n95 masks can be reused with a 7 day rest period in a paper bag. Masks must cover the nose and mouth. Mask lanyards will not be allowed due to potential choking hazards.

STAFF: To slow the spread of COVID-19, all NNS staff must wear a face covering while serving children and interacting with parents and families. NNS requires our staff to wear masks or face coverings during the program day whenever 6 feet of physical distancing is not possible. Staff are asked to bring their own mask, however we will have masks on hand if necessary.

CHILDREN: Children will be required to wear masks at New Nursery School. Additional guidance on use of face coverings and masks by children is as follows:

- 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 must provide their children with a sufficient supply of clean masks, at least 2 per day kept in a brown paper bag in their backpack, for their child to allow replacing

the covering 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.

Parents: NNS requires that parents/guardians wear a mask when on the premises and at all times during drop-off and pick-up.

GLOVES: NNS staff will wear vinyl gloves at all times during diapering, food preparation, administering medication, and during drop off/pick up times when there is physical contact. Handwashing or use of an alcohol-based hand sanitizer before and after these procedures is always required, whether gloves are used or not. To reduce cross-contamination, disposable gloves will be discarded after use. After removing gloves for any reason, staff will wash their hands or use hand sanitizer.

ENHANCED CLEANING + DISINFECTING

DISINFECTANT: All disinfectant will be approved per EPA guidelines. Pump or trigger sprays are used, not aerosols, when children are present.

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

- All sanitizing and disinfecting solutions are used in areas with doors and/or windows open.
- To ensure effective cleaning and disinfecting, surfaces are always cleaned first with soap and water, then disinfected.
- All cleaning products will be used according to the directions on the label, following the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- All chemicals will be kept out of the reach of children both during storage and in use.
- Only single-use, disposable paper towels are used for cleaning, sanitizing, and disinfecting, not sponges or cloths.

GENERAL GUIDELINES: NNS will follow the EEC recommended cleaning schedule. These are the 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, sinks, etc.
- We clean and disinfect toys and activity items used by children more frequently 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.

AFTER AN EXPOSURE: If an individual at NNS has a confirmed/suspected COVID-19 diagnosis, the CDC recommends closing off areas visited by the ill persons, opening outside doors and windows, to increase air circulation in the area, then waiting 24 hours or as long as practical before beginning cleaning and disinfection. Director will clean and disinfect the area and the cleaning company will also follow up before the space is reopened.

PHYSICAL DISTANCING: Young children are naturally social. 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. The learning environment will be set up in a way to limit the number of children in each learning area. When possible, NNS educators will maintain at least 6 feet of distance and limit contact between individuals and groups. 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.

Teachers: Teachers will be scheduled 30 minutes on either end of their teaching shift to allow for set up, and clean up each day. Teachers are required to wear masks, additional PPE can be worn if teachers feel more comfortable, though it is not required. Teachers are responsible for cleaning and disinfecting materials/ toys in their classrooms, surfaces, high touch areas, and children's individual toy bins. All cleaning and disinfecting must be completed and signed off on using the cleaning checklist before teachers end their shift. Cleaning checklists will be kept in each class's binder and checked regularly by the director.

IN THE CLASSROOM: Each preschool will be staffed with 2 teachers and the max group size of children will be 10, prek classrooms will be staffed with 2 teachers and the max group size of children will be 15 and kindergarten enrichment will be staffed with 1 teachers and the maximum group size will be 9 children. This will allow for children to engage in activities while maintaining social distancing. The class rooms will be designed in a way using furniture and tape to create more distinct learning areas for children to play alone or in a group of two. Children will have their own bin of materials each day, assembled by the classroom teacher each morning during their set up time. Materials will include items such as: scissors, journal, paper, crayons, individual bagged playdough as well as art materials for the day's activity. We will try to use one use art mediums when possible to eliminate the need for more cleaning. Learning areas will also have materials/toys separated so each child can use their own materials/toys each day in each learning area. All toys will be cleaned at the end of the class time by the classroom teacher using the EPA disinfectant. Teachers will take children to the bathroom one or two at a time. When it is time to wash hands, 1 teacher will take 5 children spaced out in the hallway and take turns going in to hand wash. Then upon returning the next group of 5 will go. Children will wash hands according to regulations (see handwashing). When it is time for the class to go to the playground, the teachers will split the group in two and each teacher will take their group walking in line spaced apart to the playground. Snack and preK lunch (if applicable) will happen in rotation with no more than 2 children eating at table at a time. Children must bring their own snack, water and lunch, if applicable, each day. One teacher will be in charge of meal time and the other will supervise and engage the non-eating children in learning activities, stories, math or literacy activities. Food from home must be nut free. The director and administrative assistant will be available to help with cleaning and disinfecting during the school hours.

PLAYING OUTSIDE: Classes will rotate using the playground and green space daily. Each week, each class will have the opportunity to use both spaces at least once. When the weather permits, classes will use the outdoors areas for learning, story time, and even snack and lunch as we have picnic tables in the greenspace. There will be no mixing of classes on the playground. Our plan is to have outdoor toys such as buckets, shovels, balls and trucks that will be available for children to use. These items will be kept in Room 3, by the playground door. Children will be able to take the toy they would like to use and bring it outside. Once they are done using that toy- there will be rubbermaid bins

to leave the toys in. The staff will regularly clean and disinfect the toys in the bin and replace the toys to take outside throughout the day. Mostly the director and administrative assistant will take on this task, though staff may be asked to assist when classroom numbers allow.

Orientation for children and staff: The first week of school we will offer “meet and greet” for families. 1 parent and 1 child will be invited to come in, meet their teacher and see the classroom for 5-10 minutes. These will be scheduled 1/4/21 and 1/5/21 and then the regular school schedule will begin 1/6/21. Teachers will need to complete online EEC webinars, which can be done at home. Prior to school starting teachers will set up classrooms, label children's areas, bins, organize materials, etc. Teacher orientations will be approximately 20 hours and be held in early to mid December.

NEW TUITION POLICY

TUITION

1. A non-refundable registration fee of \$75/child, \$125/ family will be due with the first month's tuition via FACTS. Payments will automatically process through FACTS Tuition Management.
2. Tuition is due on the 1st of each month, and we will use FACTS tuition management for automatic payments. The first payment will be due 1/1/21. Tuition will be collected monthly for 5 months.
3. Parents will sign an enrollment agreement with enrollment paperwork. If a family chooses to withdraw after 12/15/20, they will be responsible for a tuition cancellation fee equal to one month's tuition.
4. If NNS has to close, tuition will not be refunded for that month, if it is already paid. Learning kits and virtual opportunities will be provided by teachers and available for parents. After closure, we will not accept tuition until we reopen. Teacher's will be paid for the remainder of the month and will offer learning at home kits for families. If a parent decides not to send their child back after NNS reopens, the one month's cancellation fee will be owed.

Thank you for your support and cooperation.