



5804 St. George Ave.

Crozet, VA 22932

(434) 205-4177

COVID-19 Policies and Procedures

Updated Phase II Guidelines from the Virginia Department of Social Services:

****Please see the next section for specific procedures for Little Explorers Discovery School.***

1) Group Size

- Group size limit increases to 12 (including staff) for children under 4 years old provided age-based adult:child ratios are followed.
- For children age four and above, including school-age children up to age 13, group size maximum is 22 (including staff) as long as social distancing of six feet apart is maintained. Age-based adult:child ratios must be followed.
- Groups of children may share the same physical space (e.g. classroom, gymnasium) so long as social distancing of six feet can be maintained between the groups and children do not mix between groups.
- Groups of children can play outside at the same time if social distancing of six feet apart is maintained between the groups and children do not mix between groups. Maintain an overall limit of 50 people for all outdoor activities and recess.

2) Swimming Pools and Water Activities

- Pools, indoor and outdoor may be used according to Governor's Phase II limitations which is for exercise and instruction only, no more than two people per lane with 10 feet between each person, deck seating must be 10 feet apart and must be cleaned and disinfected between each use. Use of interactive water features, splash pads, wading pools, etc. is prohibited.

3) Outdoor Activities and Playgrounds

- Outdoor activities are encouraged as much as possible. Incorporate increased outside time as much as possible while adhering to current restrictions and allow ample time for fresh air.
- Groups of children can play outside at the same time if social distancing of six feet apart is maintained between the groups and children do not mix between groups.
- Community playgrounds may be used if cleaned and sanitized before and after use and if social distancing is maintained during play.

Face Coverings

Governor Northam's recent Executive Order 63 covers the use of facial coverings in indoor spaces as of May 29, 2020. The Executive Order does require family members who enter child care facilities to wear facial coverings indoors to protect children and staff. The Executive Order does not apply to employees or employers other than those specifically listed. Therefore it does not apply to children in child care or camps or child care teachers. As a reminder, our guidelines for facial coverings are based on CDC guidance and indicate:

- All staff and children over the age of two, when feasible, should wear cloth face coverings when inside the child care facility and when unable to maintain social distancing of at least six feet. Consider cloth face coverings for children over the age of two if it is determined they can reliably wear, remove, and handle masks following CDC guidance.
- Face coverings should be cleaned, following CDC guidelines, or a new disposable face covering should be used each day.

Little Explorers COVID-19 Policies and Procedures

Introduction

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Knowing these facts, LEDS has implemented many new safety measures for families, children and teachers to follow so that we are an important part of reducing the spread and keeping everyone as healthy as possible.

Grouping, Social Distancing and Facial Coverings

- **Preschool Group:**
 - No more than 10 children and 2 teachers will be in a group. Teachers will remain with the same group each day.
 - Each group will have a designated indoor classroom space that will only be utilized by that group.
 - LEDS' Imaginative Play room will be set up as a "theme room" each week of camp. The room will be assigned to each group for the entire day and will be thoroughly sanitized before the next day, when another group will access the room.
 - **Face Coverings Indoors:** The updated VDSS guidelines acknowledge the challenge for preschool children to social distance. The use of facial coverings will be recommended for indoor play as a result of the lack of social distancing. LEDS staff will work to educate children on the proper use of masks as well as the purpose for wearing them. We also believe that this is something that will be a part of our children's reality for the next year or more as our country continues to reopen. Exposing them to the use of masks in a controlled environment with other children as well as with teachers working to help children feel safe and understand the purpose of the masks gives children an advantage of helping to stop the spread of the virus when venturing to other public places.
 - If a child is struggling to properly wear his/her mask or is observed touching his/her face often while wearing the mask, teachers will have the child discontinue the use of the mask for the day.
 - Children will not wear masks when eating, drinking, outdoors, or napping.
- **School-Age Group:**
 - No more than 10 children and 2 teachers will be in a group. Teachers will remain with the same group each day.
 - The group will have a designated indoor classroom space that will only be utilized by the group.
 - LEDS' Imaginative Play room will be set up as a "theme room" each week of camp. The room will be assigned to each group for the entire day and will be thoroughly sanitized before the next day, when another group will access the room.
 - During indoor play, school-age children will practice social distancing.

- Children will have access to the school-age playground structure and additional playground features on the half of the playground designated for their group.
- **Face Coverings Indoors:** The use of facial coverings will be recommended for indoor play. LEDS staff will work to educate children on the proper use of masks as well as the purpose for wearing them. We also believe that this is something that will be a part of our children's reality for the next year or more as our country continues to reopen. Exposing them to the use of masks in a controlled environment with other children as well as with teachers working to help children feel safe and understand the purpose of the masks gives children an advantage of helping to stop the spread of the virus when venturing to other public places.
 - If a child is struggling to properly wear his/her mask or is observed touching his/her face often while wearing the mask, teachers will have the child discontinue the use of the mask.
 - Children will not wear masks when eating, drinking, or outdoors.

Drop Off/Pick Up Procedures:

If possible, the same person should drop off and pick up children each day from LEDS.

- Parents/caregivers will be given an arrival time prior to camp to spread out the amount of children arriving at the same time. Arrival times will occur between 8:15-8:30am. Parents are asked to wear masks for both drop-off and pick-up and practice social distancing with all others as they arrive and depart.
- **Drop Off:**
 - **Preschool** drop-off will occur in the backyard to the north side of the building. When facing the church from the parking lot, walk to the right side of the building and along the yard area to the playground gate in the back.
 - **School-age** drop-off will occur in the backyard to the south side of the building. When facing the church from the parking lot, walk to the left side of the building, follow the sidewalk, and cross the small parking lot area to the gate at the playground.
 - A masked staff member will greet you and your child at the gate for the daily attestation and temperature check. **The child's temperature will be checked, and the caregiver will be asked if they checked their temperature at home for the temperature reading. If they didn't, LEDS will check the caregiver's temperature.**
 - **Attestation questions:**
 - *Have you, your child or anyone else in your household experienced any cold or flu-like symptoms in the last 14 days (including fever, cough, sore throat, respiratory illness, or difficulty breathing)?*
 - *Have you had close contact or cared for someone diagnosed with or suspected of having COVID-19 within the last 14 days?*
 - *Have you been in close contact with anyone who has traveled outside of the country within the last 14 days?*
 - If you answer "yes" to any of the questions, your child will not be permitted in to LEDS.
 - If more than one child/caregiver is waiting to check in, please line up 6ft apart in the yard area outside of the playground.

- **Pick Up:**
 - All children will be picked up outside of the front door of LEDS. Please line up behind the sign with your child's name on it. Please maintain 6 feet from the person in front of you in line. A staff member will walk your child out when you are at the front of the line. Please wear a face covering and also maintain social distance from staff members to the best of your ability during pick-up. If you have a concern about your child, please call the school at 434-205-4177 or email Christi at littleexplorersdiscovery@gmail.com.

Half Day Pick-up: 12:45pm

Full Day Pick-up: 3:00pm

- Due to the fact that we have less children leaving at each pick up time than we do at drop-off, we will not need to stagger pick-up time.
- **Rainy Day/ Severe Weather Drop Off and Pick Up:**
 - Please bring umbrellas to be able to line up 6ft apart behind the marked sign with your child's name on it.
 - We will follow a reverse procedure for drop-off as we do for pick-up, where families line up at the correct sign, and staff members will do temperature checks, attestation questions, and escort children into the building one at a time.
 - In a stormy/severe weather situation, please line up in a car line along the driveway near the sidewalk and remain in your vehicle. Staff members will direct you to exit your car to bring your children into the building or come to collect your child(ren).

Arrival of Staff

- Bring in to the school as little as you possibly will need for the day.
- Staff must wear a mask at all times indoors except during breaks and meal times.
- Take shoes off upon entering the building. (If desired, designate indoor shoes that are to be stored at LEDS.)
- Wash hands immediately upon arrival.
- Take temperature and have director or designee witness
- Sign in to document attestation questions.
- Wash hands and put on your mask.

Departure of Staff

Once all children have departed and center is thoroughly cleaned and sanitized:

- Use a glove to remove any remaining garbage to the dumpster.
- Wash hands.
- Take all belongings home.
- Put shoes on right before exiting the building.
- Use hand sanitizer immediately upon entering your car.

Children's Belongings:

- Children should bring ALL belongings to school inside of a backpack that they are able to carry and access the contents of independently.
- All items will be stored in separate bins/cubbies with the child's name on it. All items will be sent back home daily, and bins/cubbies will be sanitized at the end of each camp day.
- Children will remove shoes in the building, and floors will be swept and sanitized daily. If parents/guardians would like their child to wear slippers in the building, those may be sent in the child's backpack.
- **Items to pack:**
 - Snack and Lunch
 - Non-leaking water bottle (pre-filled). Extra water will be available if children empty their bottle.
 - One change of clothes
 - Nap items (see nap supplies/procedure section below)
 - Diapers/wipes (if necessary)
 - NO toys or other materials from home will be permitted.

Snack and Lunch Procedures:

- LEDS will not be providing any food to children. Children should pack a snack and a lunch each day.
- Children will get their own snacks and lunches out of their bag and also be responsible for packing their items back into their bag.
- Snacks should be clearly labeled with the word "Snack" on the container/bag each day to ensure that children are not eating their lunch at snack time.
- Teachers will wear gloves to assist with opening food items when absolutely necessary. However, packing items that are able to be accessed independently by the children will minimize the spread of germs. For example, unwrapping string cheese packages at home and placing the cheese in the same (multi-compartment) container with the other lunch items will allow less handling of the child's food by the teachers.

Medication Policy Update

- LEDS will temporarily suspend administration of all medications except for emergency medications and over the counter skin products (sunscreen, insect repellent and diaper ointment only). See our Medication Policy in the handbook for more information.

Illness Policy:

- **In order to prevent the spread of COVID-19, our illness policy will be as follows:**
 - Children and staff with a temperature above 100°F (according to LEDS' thermometer reading) may not attend LEDS. Children must have gone 72 hours fever-free without the use of fever-reducing medications to return to LEDS.
 - Children and staff with ANY symptoms of illness (cough, fever, muscle aches, generally not feeling well, etc) will be asked to stay home or will be sent home. Children and staff must be symptom free for 72 hours before returning to LEDS **OR upon receipt of a negative COVID-19 test.**

- We ask that anyone experiencing any symptoms please notify LEDS. If symptoms are consistent with COVID-19, please phone your child's pediatrician and ask for guidance. Please also phone us and share that guidance to assist LEDS in our next steps of notifying the proper and required people and/or authorities. LEDS will also continually seek advice from the health department if anyone is suspected of having COVID-19 symptoms and families will be made aware of any suspected or confirmed cases. Confidentiality will be maintained as required by the Americans with Disabilities Act (ADA).
- **Onset of Illness at LEDS:**
 - **Child:**
 - If a child becomes sick during the day, the child will be removed from the classroom immediately and will be kept comfortable in the office until a caregiver can arrive.
 - Contact will be made to the child's parents/caregiver/emergency contact, and immediate pick up will be required.
 - **Employee:**
 - Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from all others and sent home.

COVID-19 Exposure Procedure:

Children/Staff who have had close contact with a person with symptoms or diagnosed with COVID-19:

- If an employee or child has knowingly come in close contact with a person with symptoms, the employee or parents should notify LEDS immediately. LEDS will notify all families and will maintain confidentiality of the individual.
- Children who have symptoms should stay home.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify the director and stay home.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
- If an employee or someone in their household is confirmed to have COVID-19 infection, employers should inform fellow employees and families of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act. Fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).
- Employees should not return to work until the criteria to end home isolation is met as instructed in consultation with healthcare providers and state and local health departments.

Children/Staff with COVID-19 who have home isolated can stop isolation with these conditions

- If a test will not be administered to determine if you are still contagious, children and staff can return to LEDS after these three things have happened:
 - No fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when cough or shortness of breath have improved)
AND
 - at least 14 days have passed since symptoms first appeared
- If a test is required to determine if person is still contagious, children or staff can return to LEDS after these three things have happened:
 - No fever (without the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when cough or shortness of breath have improved)
AND
 - Received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines
- **Persons with laboratory-confirmed COVID-19 who have not had any symptoms** may discontinue isolation when at least 14 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness provided they remain asymptomatic. For 3 days following discontinuation of isolation, these persons should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other people are present. In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator.

If a child, family member or staff member has a confirmed case of COVID-19, LEDS will:

- Close the school for 2-5 days or more, depending on advice from the health department.
 - This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
 - Local health officials' recommendations for the scope (e.g., a single school, multiple schools, the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
 - Discourage staff, students, and their families from gathering or socializing anywhere. This includes group child care arrangements, as well as gathering at places like a friend's house or restaurant
- Notify families and staff of the exposure.
- Report the confirmed case to the local health department and follow their specific guidelines.
- Report the confirmed case to the state Department of Public Health.
- Determine the date of symptom onset for the child/staff member.

- Identify if the child/staff member attended/worked at the program while symptomatic or during the 2 days before symptoms began.
- Identify what days the child/staff member attended/worked during that time.
- Determine who had close contact with the child/staff member at the program during those days.
- Close off areas used by the individuals with COVID-19.
- Exclude the children and staff members who are determined to have had close contact with the affected/child/staff member for 14 days after the last day they had contact with the affected/child/staff member.
- Wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
 - Open outside doors and windows to increase air circulation in the area.
 - If possible, wait up to 24 hours before beginning cleaning and disinfection. If 24 hours is not feasible, wait as long as possible.
 - Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas.
 - If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection
 - When cleaning:
 - Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
 - Wash hands often with soap and water for 20 seconds.

Cleaning/Sanitizing Procedures and Schedule:

Nap Supplies/Procedure:

- Children's nap items will be stored in separate cubbies at LEDS throughout the week to prevent transmission of COVID-19 from home to school and will be laundered 2x throughout the week by LEDS staff. Children enrolled in multiple weeks of camp can leave items at LEDS throughout their enrolled weeks.
- Children should limit nap items to one blanket, a small/toddler sized pillow (or couch pillow, no full size pillows please), and one small, lovey/stuffed animal IF necessary for calming.
- During nap, children's cots will be spaced at least 6 feet apart. Children will not wear masks during naptime.
- Cots will be sanitized each day before being stored.

Cleaning Schedule:

An extra staff member will be scheduled each day (in addition to the director) and will complete extra cleaning duties throughout the day in order for each group's teacher to continue to stay focused on his/her group.

- **Ongoing Cleaning Throughout the Day:**
 - After each class completes their first indoor scheduled time, each room and all high-touch materials and surfaces will be sanitized. Staff initial on documentation clipboard.

- After each outdoor session, all high-touch outdoor toys, tables and slide will be sanitized. Staff initial on documentation clipboard.
- Sanitize toilet after each use.
- Sanitize all high-touch surfaces (light switches, door knobs, faucets, outdoor railing) at 10:00am. Staff initial on documentation clipboard.
- **Mid-Day Cleaning:**
 - Sanitize and close Explorers' classroom and Imaginative Play after half-day students are dismissed. Staff initial on documentation clipboard.
 - Sanitize and close preschool playground. Staff initial on documentation clipboard.
 - Sanitize all high-touch surfaces (light switches, door knobs, faucets, outdoor railing) at 1:00pm. Staff initial on documentation clipboard.
- **Closing Cleaning:**
 - Sanitize and close school-age classroom. Staff initial on documentation clipboard.
 - Take out all garbage to dumpster from all classrooms. Staff initial on documentation clipboard.
 - Sanitize all students' supply bins. Staff initial on documentation clipboard.
 - Sanitize all high-touch surfaces (light switches, door knobs, faucets, outdoor railing). Staff initial on documentation clipboard.
- **Friday Additional Deep Cleaning:**
 - Pull out all furniture to sweep/sanitize all areas thoroughly.
- **Other COVID-19 Cleaning/Disinfecting Measures:**
 - The HVAC system will be set to allow fresh air to enter the school
 - All cleaning products will be used according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. A list of cleaning products specific to COVID can be found here: [https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)
 - If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
 - The manufacturer's instructions will be followed for concentration, application method, and contact time for all cleaning and disinfection products.
 - **Clean and sanitize toys:**
 - Toys that cannot be cleaned and sanitized will not be used.
 - Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned and disinfected by hand by a person wearing gloves. Toys will be cleaned with water and detergent, rinsed, sanitized with an EPA-registered disinfectant and air-dried. A mechanical dishwasher may also be used. Leds will be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
 - Machine washable cloth toys will be used by one individual at a time or not used at all. These toys will be laundered before being used by another child.
 - Toys will not be shared with other groups of children, unless they are washed and sanitized before being moved from one group to the other.
 - Toys that need to be cleaned will be set aside, placed in a dish pan with soapy water or put in a separate container marked for "soiled toys." The dish pan and water will be kept out of reach from children to prevent risk of drowning. Toys will be washed with soapy water and rotated to promote frequent cleaning.
 - Children's books and other paper materials will be rotated if used by one group in a cohort. They will not be used by any other group for at least 36 hours.

Healthy Hand Hygiene:

All children, staff and anyone entering the building will engage in hand hygiene at the following times:

- arrival to the school and after breaks
- before and after preparing food or drinks
- before and after eating or handling food
- before and after administering medication or medical ointment
- before and after diapering
- after using the toilet or helping a child use the bathroom
- after coming in contact with bodily fluid
- after handling animals or cleaning up animal waste
- after playing outdoors
- before and after playing in sand, in water or with sensory materials
- after handling garbage

In addition to the above hand washing times, children and adults will either wash hands or use hand sanitizer every 30 minutes (when “hand washing alarm” goes off), regardless of how long it has been since hands have been washed.

Hands will be washed with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.

- Children will be supervised when using hand sanitizer to prevent ingestion.
- Children will be assisted with handwashing.
- After assisting children with handwashing, staff will also wash their hands.
- Posters will be placed at all sinks describing handwashing steps near sinks.