



The Clifton School's Guidelines during Minimal, Moderate, and Substantial Community Spread of Flu-like Illness and COVID-19

The Clifton School will follow the recommendations established by the CDC, public health officials, DECAL, local, and state government when determining when to open or close the school during times of health emergencies.

Note: Regardless of community spread, if there is a confirmed person with COVID-19 in the building, TCS will assess risk, contact local health officials, and immediately close the building for a 2 to 5 days to clean, disinfect, and contact trace in consultation with health officials.

Parent Drop-Off and Pick-Up

- **During times of moderate to substantial mitigation The Clifton School will adjust operating hours to accommodate best practices with pick-up and drop-off. The adjusted hours are 7:30am to 5:00pm.**
- The Clifton School will set up hand hygiene stations at the entrance of the facility, so that children can clean their hands before they enter. TCS will provide hand sanitizer with at least 60% alcohol at the school entrance. TCS will keep hand sanitizer out of children's reach and supervise use.
- TCS will stagger arrival and drop off times and limit direct contact with parents as much as possible.
 - Infant and toddler families will drop off between 7:30-8am, toddler II and preschool families will drop off between 8-9am. We ask that families do not drop-off after 9am.
 - **During times of moderate/substantial mitigation children will be dropped off and picked up in carpool. Health Screening and temperature check will take place at the car. The child will be taken to the classroom by a designated staff person.**

- **During times of minimal mitigation:** Infant families will bring children to the classroom door without the car seat (*children's temperatures will have already been taken upon entry to the building*). The individuals dropping off must have on a mask.
- Preschoolers and toddlers will be dropped off at the classroom door. Parents will not enter the classroom (*children's temperatures will have already been taken upon entry to the building*). The individuals dropping off must have on a mask and sanitize hands upon entering the building.
- Ideally, the same parent or designated person should drop off and pick up the child every day. In a family, the same parent should drop off all children to their classrooms, and at the end of the day, walk all children back to their car.
- Families will use the Brightwheel app to sign in children. Teachers will also sign in children again on the Brightwheel app in the classroom.
- **Afternoon Pick-up: During times of moderate/substantial mitigation**
Families will call the program and notify the teachers on the Brightwheel App that they are in route to pick up their child. Families will call the school once they arrive to pick-up their child. A designated staff person will bring the child to the parent, outside at the entryway.
- **During times of minimal mitigation** Families will pick children up at the classroom door. They will not be permitted to enter the classroom.
- If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

Screen Children and Teachers upon Arrival

Persons who have a fever of 100.4° (38.0°C) or above or other signs of illness should not be admitted to the facility. We ask that parents are on the alert for signs of illness in their children and to keep them home when they are sick.

The Clifton School staff will use the following procedures for screening children prior to entering the building.

Personal protective equipment (PPE) will be used when within 6 feet of a child and use the following procedures:

- Upon arrival, wash your hands and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with a child is anticipated.
- 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, and confirm that the child is not experiencing coughing or shortness of breath.
- Ask parents the following questions:
 - Do you or your child live with anyone or have you or your child had close contact with anyone with signs of communicable illness including, but not limited to: fever, cough, difficulty breathing, or any flu-like symptoms?
 - Do you or your child live with anyone or have you or your child had close contact with anyone who has been diagnosed with COVID-19 within the last 14 days?
 - Do you or your child have a fever, cough and/or shortness of breath? (Fever is 100.4F/ 38C or above measured using a forehead thermometer.)
 - Has your child taken any fever reducing medications in the prior 24 hours?
 - Do you or your child have any other signs of communicable illness such as a cold or flu?
 - Have you or your child experienced diarrhea or vomiting within the past 24 hours?
- Take the child's temperature.
 - If performing a **temperature check on multiple individuals**, ensure that you use a **clean pair of gloves for each child** and that the **thermometer has been thoroughly cleaned** in between each check.
 - If you use disposable or non-contact (temporal) thermometers and did not have physical contact with an individual, you do not need to change gloves before the next check.
 - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.
- After each screening, remove and discard PPE, and wash hands.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
- If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.

- The Clifton School will train staff on and follow the CDC's recommended guidance for donning and doffing PPE. [Please click on this link for the CDC recommended sequences for donning and doffing PPE pdf icon.](#)
- Any person (teacher, child, or staff) with signs of illness will be removed from the group and housed in a separate room until they are able to be picked up or leave. The individual will be required to stay home for 72 hours instead of 24. The person will need to be symptom free for 24 hours before returning to school. (We may require documentation from a medical provider during times of minimal to substantial mitigation.) Staff with COVID-19 related symptoms must have a negative COVID-19 test result prior to returning.
- If a child develops a fever or other symptoms, families should contact their child's primary healthcare provider so he/she can determine whether the child's needs further testing. According to specific criteria, they will ask questions to identify the level of risk for COVID-19 and provide guidelines for care.
- If families choose not to have their child tested, we will follow the guidelines set forth:
- **Symptom-based strategy**
 - a. At least 10 days have passed since symptoms first appeared.
 - b. No fever for 72 hours (3 full days) without the use of fever reducing medication.
 - c. Other cold-like symptoms have improved such as cough, runny nose, sore throat, and shortness of breath.
 - d. The school will work collaboratively with the family's primary care physician and use best judgement when determining if a child can return to school. Final decisions will be made by the administration.

Mask

Staff and children 3 years and older will be required to wear a mask.

Face covering should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Children will not wear masks outside
- Children will not wear masks while sleeping

Safely use the face covering by:

- Routinely laundering (e.g., washing and drying)
- Do not touch your eyes, nose or mouth when removing
- Wash hands immediately after removing
- Always practice good handwashing, even while wearing
- If a child touches their mask a teacher's mask or another child's mask, the child's hands should be washed right away

Cleaning and Disinfecting

[Caring for Our Children](#) (CFOC) provides national standards for cleaning, sanitizing and disinfection of educational facilities for children. Toys that can be put in the mouth should be cleaned and sanitized (see below). Other hard surfaces, including diaper changing stations, door knobs, and floors can be disinfected.

Intensify cleaning and disinfection efforts:

- [Routinely clean, sanitize, and disinfect](#) surfaces and objects that are frequently touched, especially toys and games. This will also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures. Use the cleaners typically used at your facility. Guidance is available for the selection of **cleaners** appropriate for child care settings.
- Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products. The Clifton School will use bleach and water solution.
- The Clifton School will provide EPA-registered disposable wipes to child care providers and other staff members so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use. If wipes are not available, The Clifton School administration will refer to CDC's guidance on [disinfection for community settings](#).

- All cleaning materials should be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
- The Clifton School will use the bleach and water solution required by DECAL to disinfect frequently touched surfaces.

Cleaning and Sanitizing Toys

- Toys that cannot be cleaned and sanitized should not be used.
- Toys from home will not be permitted in the childcare environment.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. 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 not be used at all during times of mild to widespread outbreak.
- Carpets and dress-up clothes will be removed from the environment.
- Toys will not be shared with other groups of infants or toddlers.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- 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.

Cleaning and Disinfecting Bedding

- TCS will use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. We will keep each child's bedding separate, and store in individually labeled bins, cubbies, or bags. Cots and mats will be labeled for each child. Bedding that touches a child's skin will be cleaned weekly or before use by another child.

Diapering

When [diapering](#) a child, [wash your hands](#) and wash the child's hands before you begin, and wear gloves. Follow safe diaper changing procedures. Procedures should be posted in all diaper changing areas. Steps include:

- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands

After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.

If reusable cloth diapers are used, they should not be rinsed or cleaned in the facility. The soiled cloth diaper and its contents (without emptying or rinsing) should be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians or laundry service.

Washing, Feeding, or Holding a Child

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Child care providers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo. ***(Teachers must have short fingernails, small earrings or no earrings, no bracelets, no more than one ring and no necklaces.)***

- Teachers and staff will wash their hands, neck, and anywhere touched by a child's secretions.

- Teachers and staff will change the child's clothes if secretions are on the child's clothes. Teachers will change their own button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine. **(Laundry baskets will be provided for contaminated clothes sealed in plastic bags.)**
- Infants, toddlers, and their teachers will have multiple changes of clothes on hand in the child care center. (Families will be asked to provide several clean changes of clothes for their child.)

Child care providers should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

Healthy Hand Hygiene Behavior

- All children, staff, and volunteers should engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food or feeding children
 - 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 or in sand
 - After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Supervise children when they use hand sanitizer to prevent ingestion.
- Assist children with handwashing, including infants who cannot wash hands alone.
 - After assisting children with handwashing, staff should also wash their hands.

- TCS will place [posters](#) describing handwashing steps near sinks. Developmentally appropriate posters in multiple languages are available from CDC.
- TCS will post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.

Food Preparation and Meal Service

- Meals will be served in classrooms. Family-style dining will be suspended so that multiple children are not using the same serving utensils. Instead, a designated teacher will plate each child's meal.
- Food preparation will not be done by the same staff who diaper children.
- Sinks used for food preparation will not be used for any other purposes.
- Caregivers will ensure children wash hands prior to and immediately after eating.
- Caregivers will wash their hands before preparing food and after helping children eat.

Outside Play

There will be one group of children on the playground during scheduled outdoor play. Teachers will be responsible for disinfecting the play structures after their group plays on the structures. Teachers will take disposable water cups and water containers to serve water as needed to children while outside. Children **will not** be permitted to operate the water dispensers. The water fountains will be turned off, secured with caution tape, and will not be used.

Social Distancing Strategies

TCS will work with local health officials to determine a set of strategies appropriate for our community's situation.

- TCS will keep children with the same group in the same classroom each day. The same child care providers should remain with the same group each day. (A substitute teacher will be assigned in case of illness or emergency.)

- During times of **minimal to moderate/substantial mitigation**, class size may be limited to 10 individuals (this includes teachers and children) or class sizes as deemed by BFTS.
- During times of moderate/substantial mitigation, TCS will consider serving only the children of healthcare workers and first responders.
- TCS will cancel or postpone special events such as festivals, holiday events, and special performances.
- TCS will halt daily group activities (all extracurricular activities such as music and soccer) that may promote transmission.
 - Keep each group of children in a separate room.
 - Limit the mixing of children, such as staggering playground times (playgrounds will be utilized by one group at a time and cleaned after each use.)
 - If possible, at nap time, ensure that children's naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. Children will be placed head to toe in order to further reduce the potential for viral spread.
- Administrative staff will rotate telework schedules during times of widespread/substantial outbreak.
- TCS will not facilitate tours during times of minimal to substantial spread.
- TCS will interview potential candidates for employment via video conferencing.
- TCS will not host work-study students or volunteers during times of minimal to substantial spread.
- TCS will not provide childcare services for drop-in students.
- TCS will call families when children are absent from school and will track illness and ask about symptoms if absence is due to illness.
- TCS will continue to educate students about proper handwashing, covering coughs and refraining from touching their face.
- The schools will be deep cleaned each night by our cleaning crew during times of minimal to substantial mitigation.
- Staff will be asked to not leave the campus or go into the surrounding community during their break times.
- Teaching staff will not utilize the common areas during times of minimal to substantial community spread.

Vulnerable/High Risk Groups

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at [higher risk](#), it's important that everyone practices [healthy hygiene behaviors](#).

- Staff members or teachers age 65 or older, or with serious underlying health conditions will be encouraged to talk to their healthcare provider to assess their risk and to determine if they should stay home. Information about [COVID-19 in](#) children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have more severe illness. Parents of children with underlying health conditions, should talk to their doctors about their risk of being in group care during minimal to moderate or substantial community spread. We will follow children's care plans for underlying health conditions such as an [asthma action plan](#).
- We will work with families to continue to support children with disabilities during times of community spread of the virus.