

# Oak Forest School Year 2021-2022

## COVID-19 Operational Practices

*These procedures are part of the NC DHHS Division of Child Development and Early Education requirements.  
Please be patient as we work to implement these requirements in the most efficient way possible.*

### Drop-off/Pickup Procedure

#### Elementary Age

- We will be using the back entrance of the church for drop-off and pick-up this school year (*photo [here](#) & [here](#)*) and you will pick-up/drop-off your child there
- A Staff member will meet you outside the doors for drop-off
- If no staff member is outside to meet you, please push the buzzer (*photo [here](#) & [here](#)*)
- If there is any difficulty with the buzzer or a delay in staff coming outside, please call the ASP office # (336) 764-2991 or the ASP cell # (336) 997-4144

#### Middle School

- A staff member will meet you outside of the Middle School building when you arrive (*photo [here](#)*)
- If no Staff member is outside when you arrive, please knock on the door and a staff member will meet you outside

#### Both Programs

- There will be hand sanitizer available outside at pick-up/ drop-off point. Please assure children get hand sanitizer as soon as they arrive
- The staff member will take your child's temperature and you will need to attest to the required screening questions, listed below:
  - Do you or do any of the children you are dropping off have a fever\*, cough, shortness of breath or difficulty breathing, chills, new loss of taste or smell (vomiting or diarrhea, children only)?
  - Have you or any of the children you are dropping off: Been in contact with anyone with fever\*, cough, shortness of breath or difficulty breathing, chills, new loss of taste or smell (vomiting or diarrhea, children only) since the last time you were here?
  - Potentially been exposed\*\* to COVID-19 or have reason to believe you/they have COVID-19? Had any of these symptoms or been any changes to the questions since last time you were last here?
- The staff will verbally ask you the Health Screening questions and/or they will be posted beside the sign in/out sheet for you to read. By signing in your child for the day, you are attesting "NO" to all the COVID-19 Health Screening questions.

- If a child is running a fever of 100.4 or higher or the guardian answers YES to the screening questions above, they will be excluded from attending for the day
- There will be a sign in/out stand with the roll sheet and other health & safety items (masks, hand sanitizer, gloves, etc.). We will have hand sanitizer available for use before and after signing your child in/out or you are welcome to bring your own pen or pencil to use
- After the temperature check and sign-in the staff member will take your child & their belongings inside the building to join the rest of the group
- We will take temperatures and implement the above mentioned screening procedures when the kids arrive off of transportation from school

Pick-Up & Drop-off Notes:

- Payment Receipts & Account Statements will be emailed this school year upon request. If you need a paper copy of your receipt or statement, please let us know and we will get it to you asap.
- When picking-up/dropping off your child, if other parents and children are waiting outside, please practice physical distancing while you are waiting to drop your child by remaining in your car or keeping 6 feet of distance between you and the other parents. There are blue Xs marked that are 6 feet apart, with possible areas to wait.
- Please allow some extra time for drop off for these implementation of these procedures. You must wait with your child until we complete the check in procedure
- Please be aware of limited parking area and possible congested traffic behind the church. You are welcome to pull under the overhang, park in the parking spaces beside the gym, or park in the spots near the playground (if the traffic cones are not out blocking that area)
- To pick up your child, please go to the same spot as morning drop-off and the roll sheet will be on the sign-in/out stand and a staff member will bring your child & their belongings to you on the outside of the building
- We will post signage if we are outside or in the gym at pickup time. If we are in the gym, please knock on the back gym doors. If we are outside, please come to the outside play area and alert a staff member, while maintaining physical distancing
- If you have a question, and need to speak with the Director, feel free to call, email, or ask the staff at pick-up/drop-off staff and the Director will meet you outside or schedule an office meeting
- If you need to enter the building to speak with the Director or staff in person, use the restroom, or for any other reason, please remember to use hand sanitizer prior to entering the building and practice physical distancing while you are in the building
- When we provide transportation for students from school, we will sign them in at the start of the day, take their temperature, screen them for symptoms, apply hand sanitizer before they enter the building.
- Temperature checks will also be done any time throughout the day as needed

## Staff

- Staff will take their temperature each day upon arrival to the program
- Staff will stay home if they show any signs of illness or have a fever
- Any staff who are sick with COVID or believe they might have COVID will not return to the program to work until they have been 72 hours without a fever and it has been 10 days since their first symptoms
- Our program might need to close for a time period, if at any point childcare cannot safely be provided due to a high number of staff being out of work

## Symptoms or Fever During the Day

- If a child has a fever or symptoms of an illness, they will be isolated from the group until their guardians can pick them up
- They will not be able to return to childcare until they meet the requirements below in regards to symptoms, fever, etc.

## Cases of COVID-19

- Be on the alert for any symptoms of COVID-19 and to keep the child(ren) home if showing any signs of illness
- Please alert the director of possible or confirmed COVID-19 cases with your child or within your household
- We will alert you of any confirmed cases of COVID within our program while maintaining confidentiality. We will also notify local authorities (Davidson County Health Department & NCHHS Division of Child Development & Early Education) of confirmed COVID-19 cases among children and staff (as required by NCGS § 130A-136). We will also work with local health departments for follow-up and contact tracing
- If we have confirmed cases of COVID-19, we will coordinate with local health authorities and might need to close for 24 hours to properly sanitize and disinfect our facilities. A closure longer than 24 hours (up to 14 days) could be possible based on severity of cases and health authorities' recommendations. We will alert you in advance of any necessary closures
- *Please make sure we have your current email address and you have signed up for our REMIND text messaging group, so we can communicate with you as quickly and efficiently as possible*
- **People who are sick with COVID-19 or believe they might have COVID-19** should stay home and separate themselves from other people in the home as much as possible. Wait to return once it has been at least **10 days** since you first had symptoms and have been without fever for three days (72 hours) without any medicine for fever
- Household members and people who have **been in close contact with someone who has had symptoms of COVID-19** should stay home as much as possible for 14 days,

monitor themselves for symptoms, and consult with their local health department. Close contact means within six feet for at least 15 minutes

- [Click Here](#) for more info from NCDHHS about what to do if you feel sick

## **Signage**

- We will be posting additional signage at our facility including reminders of handwashing techniques, COVID limiting the spread, physical distancing, etc

## **Sanitation and Hygiene Practices**

In addition to our standard cleaning and hygiene childcare guidelines from Davidson County Health Department and NCDHHS, we will be implementing the following additional COVID specific practices:

- Follow NCDHHS Environmental Health COVID guidance for cleaning and disinfection recommendations
- Use an EPA-registered disinfectant that is active against coronaviruses
- Clean and disinfect frequently touched surfaces in the morning before opening, throughout the day, and after closure such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures
- Clean and sanitize all toys & hands on equipment at the end of the day
- Increased handwashing of children and staff

## **Transportation**

- Our buses will be disinfected and sanitized each day prior to transporting the kids based on NCDHHS Environmental Health guidance. We will utilize EPA- registered disinfectant (that is active against COVID-19) for seats and high touch areas in the buses.

## **Disclaimer**

- We are striving to maintain the safest environment for your family and our staff while continuing to provide quality childcare. We are following health and safety guidance by the CDC and NCDHHS to minimize exposure and slow the spread of COVID-19. However exposure to COVID-19 is an inherent risk in any public location where people are present; therefore we cannot guarantee you will not be exposed. Your help following the policies listed above will help us maintain the healthiest & safest environment possible throughout the school year.

[Click Here](#) to read more information from NCDHHS about Attendance at a Childcare Facility during COVID-19, as well as symptoms to be on the lookout for.

[Click Here](#) to view our facility's COVID-19 Compliance Certificate from NCDHHS