

## COVID 19 Preparedness Plan for My Place To Be

My Place To Be is committed to providing a safe and healthy workplace for all our staff, teachers, families and our students. To ensure we have a safe and healthy school environment My Place to Be has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Teachers and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our school and communities, and that requires full cooperation among our staff, teachers and families. Only through this cooperative effort can we establish and maintain the safety and health of all our staff, teachers and students at My Place To Be. The teachers and the staff have our full support in enforcing the provisions of this plan.

My Place To Be's COVID-19 Preparedness plans follows guidelines developed by the State of Ohio, which are based on CDC and Ohio Health Department recommendations. It addresses:

- ✓ Ensuring sick staff and students stay home and promptly identify and isolate any sick person.
- ✓ Face Coverings (Masks)
- ✓ Hygiene
- ✓ Social Distancing (Arrival, Lunchtime and classroom)
- ✓ Facility Preparators

### 1. Ensuring Sick Staff and Students Stay home:

- First, we ask that parents check child's temperature prior to leaving home in the morning. Staff and Children should stay home if:
  - **Have a temperature of 100° or higher** (may return to school when fever free for 24 hours without fever reducing medication)
  - **COVID-19 symptoms** (Fever, dry cough, tiredness, aches pains, sore throat, diarrhea, red eyes, headache, loss of taste or smell)
  - **If exposed to COVID families should quarantine for 14 days.**
  - **Vomited in the last 24 hours** (may return to school when able to eat two meals without vomiting)
  - **Had diarrhea in the last 24 hours** (may return to school when diarrhea has stopped for 24 hours)
  - **Have an itchy rash and fever** (may return to school when rash is gone, no longer itches and fever has been gone for 24 hours)
  - **Have an itchy head, active lice or nits** (may return to school when head lice have been appropriately treated and head is nit and lice free)

- **Have an eye infection with red, crusty drainage** (may return to school when seen by a medical doctor and have a note to return to school)
    - **Have been in the hospital or ER** (may return to school with a release to return to school from a medical provider)
    - Please do not send your child to school if they are exhibiting ANY signs of fever or illness. (We have technology set up so they will be able to attend their classes virtual in the case they need to stay home)
  - As students arrive at the school, they will have their temperature taken.
    - This will be done by qualified staff member.
    - The temperature of every student and staff member will be logged daily.
    - Temperatures will be taken for students again prior to their lunch period.
  - If a child or adult is found to have symptoms or a temperature 100 degrees or higher. They will be isolated in gym from the rest of the school and parent will be called to pick them up immediately.
  - If a child or staff member tests positive for COVID-19 we will advise the Licking County Health Department and follow their requested protocol.
    - This could mean we have any staff member or student who came in direct contact with that person to self-quarantine for 14 days to decrease the chance of spreading the virus.
    - If a child cannot come to school due to self-quarantine- they may still utilize zoom and attend their classes at home if internet is available. If not teachers and staff will ensure student receives the information student misses in paper packets or other instruction methods.
2. Face Coverings (Mask) – The CDC has recommended that we wear cloth face masks in public to help slow the spread of COVID-19. My Place To Be supports this recommendation and all staff and children will be wearing face coverings while indoors.
- Types of face coverings appropriate must cover, nose, mouth and chin appropriately (no tied bandanas) We have a few options for students including the gator style that they can pull up over their face (We have purchased and happy to give to those students who need them), suggest these be doubled. We understand our students have special sensitivities, due to that fact we have also added the use of a face shield to our younger students (1-3 grade) and those with severe cognitive delays, or have severe respiratory challenges that the covering would hinder their breathing. A face shield will need to be on at all times while indoors.
  - Use coverings that fit snugly, but comfortably allow for breathing without restriction.

- For a mask to be safest and most protective for children, they should securely cover the nose and mouth and stretch from before the ear to the other side.
  - Pleated masks with elastic are likely to work best for children, but the right size is important.
  - Remind children not touch the mask while wearing it. If they do, they should wash their hands immediately.
  - Children should wash hands before and after removing a mask.
  - We will provide adequate breaks to remove masks outside.
    - Suggest at least 1 time per 1-hour session. Students may step outside with proper social distancing and teacher supervision remove face mask.
  - Teachers and Staff must have face covering on at all times within the presence of children.
3. Hygiene Protocol: In this time personal hygiene is even more important to protect ourselves from all illness. Students and staff should come to school with clean clothes. We understand many of our kids do not like to take showers or baths daily we ask that you stress to them the importance of cleanliness and staying healthy.
- When students arrive at My Place To Be in the morning they will be instructed to go to a sink and wash their hands with soap for 20 seconds. Each building has at least 3 sinks with soap and paper towels to do this.
  - During the day when a student leaves a room and enters a new classroom, they will be required to use hand sanitizer when entering the new classroom. This will continue throughout the day.
  - When going to the restroom students will be required to wash hands at sink with soap for at least 20 seconds.
  - Prior to eating lunch students will be required to wash hands at sink with soap and water for at least 20 seconds.
  - When coming in from outside students will be required to wash hands at sink with water for at least 20 seconds or utilize hand sanitizer depending on how soiled their hands maybe.
4. Social Distancing
- Morning Arrivals: Due to COVID19 we have taken precautions to have students not be in large groups. Which has created changes in our Morning arrival.
    - Student arrives at school and will enter building their first period class will be.
      - Elementary will enter the building the way they have always. The main door in Building A.

- Middle and High School will go to Building B
  - Before entering that building their temperature will be taken by staff member and logged onto Attendance Sheet.
  - Once the student enters the building they will go to a sink and wash their hands for 20 seconds using soap and water.
  - Then the student will go directly to the classroom they have for first period and wait for class to start at 8:45.
- Lunch time - We have separated students into 4/ 30-minute lunch periods.
  - Students will wash hands prior to lunch.
  - If it is a nice day, we will go outside to have lunch.
  - In the case we are inside. Students will be eating in a classroom that will be set up for social distancing.
  - No food or drinks will be allowed to share.
- Classroom – We are keeping classrooms sizes small as we have always attempted to do.
  - For Middle School and High School classes there will be no more than 8 students in a classroom including teacher.
  - Elementary will have 10 students with the 2 -3 classroom separation.
  - Desks will be separated so students will not touch each other according to CDC guidelines
  - Plexiglass shields will also be used in instances where we need to utilize a table or need additional distancing.
- Outside – We will be utilizing outside time more to give students a break while wearing masks. Some classes may utilize outside to do class time. When outside we will allow students to take masks off and practice social distancing.
  - No Student will be allowed to touch other students during playtime.
  - Students will be monitored by staff to make sure they are distancing but we also need to allow children to socialize and be kids.
- Backpacks – We will not be utilizing cubbies this year to keep your child’s items in. Therefore, we request your student carries a backpack or some type of holding system during the day. Their lunch and all personal items will need to remain in the backpack.
- Personal Items – We ask that your students do not bring personal items to the school to show their friends. All toys, electronics (That are not school related) need to stay at home. This is a safety issue.

- Phones – will still be put in a safe location for the day.
  - We will have each student assigned a pocket and a number.
  - Student will store in that pocket for the day so it will not touch other students' phones.
  - Disinfection wipes will be available to wipe phone off prior to putting in the phone pocket.

#### 5. Cleaning and Environment Protection

- All classrooms have had an air purification unit added to the classroom to help cutdown on pathogens in the air.
- All desks/chairs and tables will be disinfected by teacher in that room when students leave the classroom to go to next classroom.
- Door handles will be wiped down once students are in their classroom.
- Bathrooms will be cleaned throughout the day.
- A full cleaning of facilities will happen at the end of the day to keep our school environmentally safe.
- Prior to leaving for the day Teachers and Staff will ensure their area/classroom is clean and ready for the next day of school.

Thank you for understanding these policies, My Place To Be's goal is to keep our students and staff safe. To do this we need the cooperation of each family, child and staff member. If you have any questions please contact. Christa Milner at [cmilner@myplace2b.org](mailto:cmilner@myplace2b.org) or call

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