COVID PROTOCOLS 2020-21

Where Knowledge Meets Nurture

Susan Gray School
Peabody College of Vanderbilt University
& Vanderbilt Office of Research

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# Contents

Purpose of these Protocols .................................................................................................................................... 3  
Healthy Environment Steps ................................................................................................................................... 3  
Family Health ......................................................................................................................................................... 3  
Child Health............................................................................................................................................................ 3  
Staff Health & Wellness ......................................................................................................................................... 3  
Reopening .............................................................................................................................................................. 4  
Drop Off and Pick Up.............................................................................................................................................. 4  
Procedure for Drop Offs.......................................................................................................................................... 4  
Procedure for Pick-Ups .......................................................................................................................................... 4  
Serving Food to Children........................................................................................................................................ 4  
Caring for Play Equipment and Materials: ............................................................................................................. 5  
Water Play.............................................................................................................................................................. 5  
Outdoor Policies....................................................................................................................................................... 5  
What happens if someone becomes symptomatic or may have been exposed to COVID? ................................. 6  
What happens if someone is confirmed to have COVID? ...................................................................................... 6  
Children who are immunocompromised ............................................................................................................... 6  
The following are procedures our staff are taking to protect your child and our SGS community: ..................... 7  
Partnering with Families ........................................................................................................................................ 7  
Communication with Parents/Caregiver ............................................................................................................... 7  
FAMILY ACKNOWLEDGEMENT ............................................................................................................................... 9
Purpose of these Protocols

This pandemic has changed the way we look at early childhood education in our daily practices and procedures in a group setting. Changes in Procedures and Practices have been developed to support the health and safety of your children, your family, and our staff. The changes are meant to reduce the spread of Coronavirus and they are based on guidance recommended by experts such as the CDC. Thank you for your understanding and patience as we implement these new Policies and Procedures.

These protocols supersede all previous protocols and management memos that may have been issued on the subjects covered. References in this handbook to “us” and “company” includes SGS and all affiliated entities.

Because SGS operates as a unit of Vanderbilt University, this handbook is a supplement to the COVID-19 policies set by Vanderbilt University, which can be accessed online through the COVID-19 (https://www.vanderbilt.edu/coronavirus/) Web page.

Healthy Environment Steps

- We will separate children into groups according to state or local guidelines. These groups will not combine or be near each other throughout the day.
- We will not share items such as playdough, sand, art materials, writing utensils, etc. Each child will have their own box of these supplies.
- All classrooms will remain separate to reduce the number of children in one area and to reduce the possibility of viral transmission.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys, and games that children play at least once daily.
- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash/scrub their hands and children’s hands on arrival for the day, after diapering or using the toilet, after handling bodily fluids, before meals and snacks, before preparing or serving food. (noted by the CDC as one of the most effective preventive measures)

Family Health

- If a child’s caregiver has one of the high risk symptoms for COVID (fever >100, loss of taste or smell, or cough/new onset breathing difficulty) they should keep child home until they have been ruled out/in for COVID-19.

Child Health

- Staff will receive regular and updated education on COVID-19 symptoms and response as well as preventive measures.
- Children who start to experience symptoms of respiratory illness, including a fever of 100 degrees while at childcare, will be isolated from other children until they can be picked up.

Staff Health & Wellness

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share their phone, devices, or meal or utensils with one another or with children.
- Staff will check their temperature at the beginning of each shift and notify their supervisor if temperature is 100 degrees as well as self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop (fever or respiratory symptoms).
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.
Reopening
As a unit of Vanderbilt University, SGS adheres to the University’s guidelines and approvals for re-opening the school.

During pandemic procedures, families will be notified as quickly as possible if there is a change in building entry or screening process to the school or if the school needs to close for any reason.

Parents are required to sign an Acknowledgement Form prior to their child returning to school. Signatures on updated Acknowledgement Forms may be required if there is a significant procedural change affecting families.

Drop Off and Pick Up
To reduce direct contact and limit the risk for coronavirus transmission, only essential staff and children enrolled in the program will be permitted in the SGS facility. Accordingly, families WILL NOT be permitted to enter the building during drop off and pick up. Instead, drop off and pick up will proceed as follows:

Procedure for Drop Offs
- Masks/face coverings are required of adults and children over 2 while on campus, including during all drop offs.
- Families will be greeted at the Patio Entrance of the Toddler Village in Lot 95. To reduce the number of persons at our entrances, families should send no more than one adult per child unless there are multiple children with a family. If you need assistance, please call 615-322-8200 as you arrive.
- Drop off window for early care families 7:30-8:30
- Drop off window for school day families 8:30-9:00
- Parents can complete the daily health check through Brightwheel App or will be asked the Daily Health Check questions. Parent and children’s temperatures will be taken with a touchless thermometer.
- If the parent and child(ren) pass the Health Check, a designated staff member will escort child(ren) to classrooms.

Procedure for Pick-Ups
- Masks/face coverings are required while on campus, including during pick up.
- Upon your arrival to pick up your child(ren), please call 615-322-8200 to announce your arrival and a staff member will bring your child(ren) out to you. If you do not have a telephone, you may enter the patio area and press the intercom button to announce your arrival.
- As you approach the patio entrance there is a scan code on the fence. You can use the Brightwheel App on your phone to sign your child out by scanning this code.
- Only one family at a time is permitted to be in the patio area and those waiting should remain on the sidewalk with a distance of 6 ft between them or stay in the vehicle as until there are fewer families on the patio and sidewalk. Our goal for your safety is to reduce the amount of families in the same area.
- Designated staff will retrieve the child from their classroom in the order in which the office has been contacted.
- Plan to allow extra time for this process. We thank you for your patience.
- If required, an ID check will be completed before child is released.
- You are discouraged from sending grandparents or those with serious underlying medical conditions to pick up children.
- Consider dropping off/picking up children at non-peak times.

Serving Food to Children
To minimize the spread of germs during food service, we have implemented the following practices:
- We are suspending food preparation and discouraging sharing. Families will be required to provide all ready-to-eat meals for their children (lunch and two snacks each day). Parents should also include all
plates, cups, and utensils required for each meal. All items will be returned to lunch box and sent home to be washed.

- Staff will not combine groups or classrooms of children during meals or snack time.
- Staff will allow for a minimum of 3 feet of space between children during mealtimes (6 feet is preferred).
- All surfaces will be disinfected before and after meal preparation and feedings using EPA-approved disinfectant products.
- All staff will continue to wash hands before and after meal serving and feeding. Gloves are not required. If worn, they must be removed and hands should be washed between assisting children.
- Staff will continue to guide and direct children to wash hands before each meal or snack.
- Meals and snacks must be nut-free and should not require heating or refrigeration.
- Items inside lunchbox should be labeled with AM Snack, Lunch, PM Snack
- Food should be packed in a plastic lunchbox with ice packs if required to keep items cold. Food will not be heated in the microwave.
- Teachers will distribute meals and snacks to children.
- Children will not share eating utensils.

Snacks and lunch provided must meet CACFP guidelines:

Caring for Play Equipment and Materials:

- During outdoor play, teachers will use sanitizing wipes to wipe down surfaces frequently used such as tricycle handles, steering wheel on Little Tike care, swings, etc.
- After each play rotation, one teacher will remain on the playground and spray frequently used play equipment and allow to air dry before the next group comes onto the playground.
- Classroom materials should be well maintained and sanitized according to cleaning and sanitation procedures daily. If there are items that need repair or replacement notify the office.

Water Play
There will be no water play while the COVID protocols are in place.

Outdoor Policies

- One classroom at a time will be on the playground unless two classrooms can be adequately socially distanced. (For example, on Toddler Playground one group near the play structure and another group in the Peter Rabbit House. When there are two classrooms on the playground they must enter and exit through separate entrances and children must always stay with their class).
• There will be at least a 15-minute window between groups on the playground so that sanitized areas can air dry.

What happens if someone becomes symptomatic or may have been exposed to COVID?

• If a child has a low-grade fever 99 at arrival, their temperature will be checked two hours later. Any child whose temperature reaches 100 will be sent home.
• If a child develops symptoms parents will be required to pick up child immediately. The child will be quarantined with the school nurse until the parent arrives. Parental failure to follow this policy could result in dismissal from the School.
• Families will be notified via email and Brightwheel that their child has been in close contact with a person who tested positive for COVID. Close Contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset until the time the patient is isolated.
• If you believe you or your child have been exposed at school or elsewhere, you are required to self-isolate and immediately report your concerns to SGS. If you are experiencing symptoms or have exposure concerns, the Vanderbilt University COVID-19 website has clear guidelines on when to self-isolate and how to report: vu.edu/coronavirus. VU has established a Public Health Central Command Center who is assisting with campus exposures.

What happens if someone is confirmed to have COVID?

• Written permission to return to school must be obtained from the Metro Health Department or child’s Pediatrician (CHLD) or Vanderbilt Occupational Health (STAFF).
• If a staff or child is confirmed to have COVID-19, the classroom that is potentially contaminated will be closed for deep cleaning. The classroom will re-open once this process is complete. Parents will be notified of this situation via email, Brightwheel and individual conversations. Parents of the child who was confirmed to have COVID-19, will need to consult with their physician before returning.
• SGS will report any known positive cases immediately according to university and licensing guidance. This will include to the Vanderbilt Office of Research leadership, and the Department of Human Services.

Children who are immunocompromised

• Parents of children who meet the CDC definition of immunocompromised are encouraged to talk with their child’s pediatrician before allowing their child to return to the school. Parents should discuss with their pediatrician the risk of their child returning to group care considering the COVID pandemic.
• People Who Are at Higher Risk for Severe Illness

  COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. 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. Based on what we know now, those at high-risk for severe illness from COVID-19 are:
  o People 65 years and older
  o People who live in a nursing home or long-term care facility
  o People of all ages with underlying medical conditions, particularly if not well controlled, including:
    ▪ Chronic lung disease
    ▪ Serious heart conditions
    ▪ Immunocompromised state from solid organ transplant
    ▪ Chronic kidney disease
    ▪ Cancer
    ▪ Severe obesity (body mass index of 30 or higher)
    ▪ Sickle cell disease
    ▪ Type 2 diabetes mellitus
  o Other conditions that might cause a person to be at increased risk for severe illness are:
    ▪ Moderate to severe asthma
    ▪ Cerebrovascular disease
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease, pregnancy, pulmonary fibrosis
- Smoking
- Thalassemia
- Type 1 diabetes mellitus

The following are procedures our staff are taking to protect your child and our SGS community:

- All Staff will use the VandySafe application on their Smartphone to perform a daily health check before leaving for work each morning. This app is also available for families to download.
- If a staff member believes they might have been exposed to COVID, whether or not they have symptoms, they will not come to the school.
  - They will call the school at 615-322-8200 and report that a possible exposure has occurred.
  - They will quarantine at home until they receive a negative COVID test result or is released to return to work by their physician, and/or Vanderbilt Occupational, Health and/or the local health department.
- If a staff member feels sick with COVID-like symptoms, they will not come to the school.
  - They will call 615-322-8200 and report that they are not feeling well and is experiencing COVID-like symptoms (which will begin the discussion of the potential need for deep cleaning).
  - He/she will also call 615-936-0955 and report their condition to Vanderbilt Occupational Health and follow their recommendations.
- Any staff member who suspects potential exposure to COVID or is symptomatic with COVID-like symptoms will not come to the school and will self-quarantine until cleared to return to the school by his/her physician, and/or Vanderbilt Occupational Health, and/or the local health department.

Partnering with Families

At SGS, we are committed to serving, partnering with, supporting, and empowering all families. We do so by collaborating with families in every aspect of their child’s education.

Communication with Parents/Caregiver

- The classroom team plans to communicate each day with each family through a written communication or in Brightwheel.
- You will receive weekly communication from your child’s teacher including the lesson/activity plans. There will also be information shared about how you can be involved in your child’s classroom via Zoom.
- You will receive a weekly newsletter through Brightwheel. It will include information from all classrooms, therapist, Outreach program and Administration.
- Teachers will share their email addresses with you, and you are welcome to contact them at any time.
- If you wish to get in contact with someone on the administrative team, please email sgsoffice@vanderbilt.edu
Checklist for School:
☐ Self-screen before we leave
☐ Masks
☐ Ready-to-eat Lunch
☐ Snacks
☐ Extra Time
☐ SGS (615) 322-8200
☐ Pick up plan
Please return this form to sgsoffice@vanderbilt.edu or when dropping off your child to acknowledge that you have received, read and understand and will follow the revised COVID protocols as of the date listed below.

FAMILY ACKNOWLEDGEMENT
I have received the updated policies and procedures as listed above, and I have been provided with an opportunity to ask questions or discuss them with a member of the SGS staff. It is my responsibility to understand and familiarize myself with these policies and procedures as well as the Family Handbook and to ask an SGS Office Member for clarification of any policy, procedure or information contained in the SGS Family Handbook that I do not understand. I understand that Vanderbilt cannot promise or guarantee that my child will not be exposed to Covid-19. I understand that if my child is immunocompromised my child could be at greater risk of infection and complications. I knowingly accept these risks. I understand that these new procedures as described above are fluid and that procedures may change depending on the Vanderbilt Return to Campus Plan as well as DHS, Metro Nashville, and the CDC guidelines and recommendations. I agree, as a representative of my family unit, will follow the protocols as described and understand that failure to comply may result in disenrollment of my child from care.

Family Signature / Printed name

Date

Center Staff Signature / Printed Name & Title

Date