



## COVID-19 TEMPORARY POLICIES for Auburn Day School

(Fall Semester 2020, Spring Semester 2021)

**AUBURN**  
**DAY SCHOOL**

*Policies are subject to change and will be created/ amended as needed to maintain health and safety.*

Classroom/Area	Students	Staff
Check-in	Children will be walked to and from their car to school by their teacher. Children will change shoes and wash hands before going to class. ** Check-in/ check-out will be touchless.	Lead Teachers will welcome students each day. Assistant teachers/staff will help students get started with CENTERS time in the classroom. All teachers and staff will wear masks and face shields.
Entryway	Sanitizer will be available in the entryway.	Staff will wear face shields/masks and ensure that students wear face shields/masks in the entryway.
Younger Twos Class***	7 students: 1 teacher stay together Masks/face shields required when 6 feet can't be maintained. Students will play outside as an individual class and travel to AO Discover! as an individual class.	Staff will wear masks and face shields when interacting closely with students.
Older Twos- Older Threes	11 students: 1 teacher stay together Masks/face shields required when 6 feet can't be maintained. Students will play outside as an individual class and travel to AO Discover! as an individual class.	Staff will wear masks and face shields when interacting closely with students.
Older Threes to Fives	12 students: 1 teacher stay together Masks/face shields are required when 6 feet can't be maintained. Students will play outside as an individual class and travel to AO Discover! as an individual class.	Staff will wear masks and face shields when interacting closely with students.

Bathroom Corridor	Masks/face shields are required. Only one student will be in the bathroom at a time.	Masks/face shields are required.
Outside	Masks/face shields are required for ages 2-5. Each class will play or complete activities as an individual class.	Masks/face shields are required when interacting closely with students.
AO Discover! (Parents will be notified when students begin visiting AO Discover!)	Masks/face shields are required for ages 2-5. Each class will play or complete activities as an individual class.	Masks/face shields are required when interacting closely with students.

\* Each family must provide their child five washable masks that fit properly with coverage securely over the nose, around the ears and under the chin with no gapping. Parents are asked to mark their child's name on the mask. These masks will be laundered by Auburn Day School in bleach and hot water each weekend and returned.

Auburn Day School will provide one clear face shield for each child.

\*\*Each child must bring one pair of shoes and socks to keep at school as their "inside shoes". These will be washed in hot water and bleach.

\*\*\* Special guidelines will be available for each class based on the needs of individual children within that classroom including but not limited to: how to handle teething issues, pacifiers, diapering/potty training, etc.

## **COVID-19 PROCEDURES:**

### **1. Hand-washing (20 seconds with soap and warm water)**

- a. Upon entering the school
- b. Before eating
- c. After eating
- d. After using the bathroom
- e. After filling a water bottle
- f. After playing outside

### **2. Mask and face shield wearing (Ages 2-5)**

- a. Upon entering the school
- b. In entryway
- c. In bathroom corridors
- d. While in line

- e. Outside
- f. Any time social distance can't be maintained
- g. Hand sanitizer will be available and teachers will be prepared to provide sanitizer/hand washing for students who touch their mouth, mask or shield.
- h. Teachers and staff will be prepared to work with children who struggle with wearing a mask/shield. Social distancing will be maintained as younger students work toward mask and shield wearing. Policies will be created and amended as needed.

### **3. Food and Drink**

- a. Individual water bottles (family must provide)
- b. Bottle filler only/no water fountain use
- c. Snacks will be pre-packaged (individual packages/whole fruits/separate containers)
- d. No sharing snacks or drinks
- e. Hand-washing required before and after eating

### **4. Sharing toys, materials, etc**

- a. Used toys will be cleaned before being shared or being put away.
- b. All toys and materials will be thoroughly disinfected/cleaned each day with 70% alcohol/isopropanol and 5% Bleach solution, shown to be effective against the virus as well as bacteria.
- c. After sharing, all students and teachers will wash their hands.

### **5. Using the bathroom**

- a. Diaper changing for young twos
  - i. Teachers will wash hands before and after changing a diaper
  - ii. Teachers will wear a face mask and shield while changing diapers.
  - iii. Diapers will be disposed of in the provided Diaper Genie
  - iv. Teachers will wash the hands of any student who touches their diaper.
- b. Children using the potty
  - i. Use hand sanitizer before touching the door knob.
  - ii. Children will use the potty and the lid will automatically close before flushing. (The handicapped toilets do not have automatic closing lids.)
  - iii. Wash hands at the automatic sink for 20 seconds using warm water and soap.
  - iv. Dry hands thoroughly on a clean towel.

### **6. Entering classrooms**

- a. Use hand sanitizer before touching a doorknob.
- b. Teachers must wear a face mask and shield before entering a different classroom than her own.

### **7. Drop off/Pick up**

- a. Parents will remain in their cars. Children will be escorted to and from the school by their teacher.
- b. Seating will be temporarily unavailable in the entryway.
- c. All parents who come inside the main doors must wear a face mask.
- d. Children will enter school with a face mask and shield, change their shoes and wash their hands as they enter the classroom.
- e. Temperature checks by ear or no touch will be provided to each student at drop-off each day. Any child with a reading above 100.5 degrees is considered feverish and will be sent home.

## **8. Cleaning Policies**

- a. All toys, materials, and surfaces in the classrooms, teacher workspace, entryway and bathroom corridors will be thoroughly cleaned at the end of every day.
- b. Tabletops, countertops, doorknobs, etc will be cleaned throughout the day.
- c. ADS will be disinfected/cleaned with 70% alcohol/isopropanol and 5% Bleach solution, shown to be effective against the virus as well as bacteria.

## **9. Admission/Exclusion Due to Illness**

- a. Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chickenpox, measles, mumps, pink eye, fever over 100.5 degrees, etc.) will not be admitted to the classroom.
- b. The child will be permitted to return when his/her temperature is normal for 72 hours without the aid of fever-reducing medication or a note from a doctor stating that the illness is not Covid-19. The doctor's note must read that the child can return to school because what they have is no longer contagious.

## **10. COVID-19 Prevention Procedures and Potential Exposure Policy**

- a. Classes will be isolated from one another.
- b. If you or your child has been in close contact with a person testing positive for COVID-19, we ask you to keep your child home. Please reach out to your physician to see if you need to be tested and quarantine a minimum of 5-7 days before returning to ADS. If contacted by the Health Department through contact tracing, recommendations from the Health Department would take precedence over ADS requirements.
- c. We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 10 minutes. The timeframe for having contact with an individual includes a period of 48 hours before the individual became symptomatic.
- d. If there is a positive case of COVID-19 in a child or an adult who has been present at ADS, we will inform you and appropriate health agencies immediately. Names and

identifying information will not be given out per HIPAA rules. All students in that class will be required to quarantine.

- e. A positive COVID test will result in the immediate temporary closure of Auburn Day School (48 hours) for cleaning/ disinfecting to take place in the class/classes and areas of exposure and potentially closing the classroom or entire school for a two-week quarantine. Children in close contact with someone (parent or sibling) who has tested positive should also be quarantined.
- f. Students who quarantine may participate in the Auburn Day School Remote Learning Plan.

### **COVID-19- Auburn Day School Remote Learning Plan**

If COVID-19 forces required closures, our goal is to minimize COVID-19's transmission but maximize educational opportunities for students. Auburn Day School has a series of 12 weeks of interactive virtual lessons which you may access at any time at [auburndayschool.com](http://auburndayschool.com).

Additional Flexible Options to choose from (Choose 1-4 options)

1. Remote Instruction/Virtual Lessons- Your child's teacher will be available online each day for 30 minutes to one hour for virtual instruction (depending on age of students).
2. Web-Based learning: Curated educational websites for ADS students. We will offer educational sites that tie to the concepts we are learning at ADS to help your child continue to develop knowledge, understanding and skills related to our curriculum. Guidelines for learning will be included.
3. Parent Directed Learning: Weekly newsletters with daily STEM Strolls and hands-on STEM activities will be included for children and parents to complete together based on the curriculum designed for each class.
4. Independent Hands-on Learning: Hands-on activity books with interactive STEM activities created by ADS will be distributed to each enrolled student.

In addition to daily temperature checks please consider the following questions before arriving at school each day:

- Has your child or anyone in your home shown signs of being ill?
- Have you and your child traveled out of town in the past 24 hours, especially by airplane. (The CDC has advised against air travel if at all possible.)
- Have you or your child been in contact with someone who is sick?
- Has your child had shortness of breath, rapid breathing, or excessive coughing/sneezing?

•Has your child shown signs of fatigue or a loss of smell or taste?

•Have you seen any signs of flushed cheeks or rash on your child?

If you can answer **YES** to any of these questions, **PLEASE KEEP YOUR CHILD HOME!**

## **We are partnering with your family and we need your help!**

We can take all the precautions necessary for a safe and healthy reopening, however, if you are not also wearing masks in public places and social distancing yourself, it will defeat all our efforts.

- PLEASE commit to wearing masks in public places and following the guidelines recommended by the City of Auburn, ADPH, and the CDC.
- PLEASE help us by limiting your and your child's exposure within the larger community.
- Support cleanliness practices at home. Please help us support regular hand washing by making it a regular practice in your home as well.
- Please bathe your child daily. Children get hot and sweaty, particularly in the summer, and daily bathing, including washing hair, would be greatly appreciated and will also contribute to your child's getting ready for bed routine.
- Please dress your child in clothing and shoes that require the least amount of help possible. Slip-on shoes are great! This is a great time to be working on habits like wiping and nose blowing as well.
- Stay positive and flexible as we navigate this together and protect one another. :)

### **No PLAN is without RISK**

We all realize that while present at Auburn Day School each day, we will all be in contact with children, families, and staff who are also at risk of community exposure. No list of restrictions, guidelines, or practices will remove 100% of the risk of exposure to COVID-19, or any other illness.

## Auburn Day School Handbook and COVID-19 Policy Signature Page

Parents/Guardians,

Please thoroughly review the Parent Handbook and COVID-19 Temporary Policy Document. After reading, please complete this form and return it to the school via email as soon as possible.

Thank you in advance for your cooperation.

Sincerely,

Katie Murrah

Owner/Director, Auburn Day School

I, \_\_\_\_\_ (print your name), the parent/guardian  
of \_\_\_\_\_ (print child's name),

hereby acknowledge receipt of Auburn Day School Handbook and COVID-19 temporary policy document. I have read and agree to adhere to all the policies and regulations set forth in these documents.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_