

COVID-19 PRACTICES AND POLICIES

Lety Carvajal

SPRINGVIEW ACADEMY/SPRINGVIEW ACADEMY OF HIALEAH

Springview Academy and Springview Academy of

Health & Safety Policies and Procedures COVID 19

At Springview Academy and Springview Academy of Hialeah (**referred to as SVA within this document**), we place great value on the safety of our students, families, and staff.

The following are the measures we are actively taking to mitigate the spread of coronavirus. It is paramount that these rules set forth are adhered to, to sustain a healthy and safe workplace in this unique environment. We are committed to communicating with you as transparent as possible. We all must respond responsibly and transparently to these health precautions. We assure you we will always treat your private health and personal data with high confidentiality and sensitivity.

These guidelines have been developed to provide a safe and responsible environment to serve children and families in Miami-Dade County and to deliver services in the "New Normal" for childcare facilities in adherence with the guidelines and regulations from:

- Florida Department of Children and Families (DCF)
<https://myflfamilies.com/service-programs/child-care/covid-19-faqs-provider.shtml>
- Centers for Disease Control and Prevention (CDC)
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-forschools.html>
- Florida Department of Health (FDOH) guidelines
<http://www.floridahealth.gov/>
- Miami-Dade County general reopening guidelines on page 21 of the "New Normal, A Guide for Residents and Commercial Establishments."
<https://www.miamidade.gov/information/library/new-normal.pdf>

This document provides guidance and procedures to protect children and families, as well as employees in childcare, summer camps, sports camps, and after school programs. These guidelines identify a safe approach for moving from current operations, beginning no sooner than June 8, 2020. Individual program schedules will be determined by their readiness to implement and follow the safety protocols and guidelines fully.

A coordinated countywide approach will provide consistent, safer, and adequate provisions for the programs mentioned above. This guidance and protocols are outlined to serve children and families while complying with Florida DOE, DCF, CDC, FDOH, and Miami-Dade County regulations.

Our top priority is to keep children and employees safe.

Section 1: Management Team

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Section 2: Daily Arrival & Health Screening Process

All adults and children must be screened **DAILY** before or upon entry into the lobby of the center; this includes all children, parents, guardians, vendors, staff, associates, and any visitors who enter our buildings.

Associates, parents or any persons dropping off a child should self-screen prior to arriving at **SVA**. That includes self-monitoring for COVID-19 symptoms and taking their temperature and the temperature of their child.

We need staff/parent/guardians' help to keep children and staff's health and safety a top priority. This means we will require open communication and honesty when it comes to any illnesses the child or family member may be experiencing. If we find honesty is not being practiced, we will ask staff or families respectfully not to attend SVA.

Daily screenings for staff (and all persons entering the facility) consisting of entry temperature checks with a contactless thermometer and CDC health screening questions, respectfully, within accordance with any applicable privacy laws or regulations.

- Persons with body temperatures of greater than 100 F or above, or who say yes to screening questions will be prohibited from entering the building or program.
- Thermometers must be in proper working order and calibrated.
- Persons exhibiting other symptoms will also be prohibited from entering the program/facility.
- Conduct ongoing observation throughout the day of students and staff.

Note: Concern for an artificially elevated temperature at initial screening (driving in a car without AC or walking to the facility). Individuals should wait in a separate room within the center, or the shade outside with the temperature check repeated after 10-15 minutes.

Staff is required to stay home if they are sick, and parents/guardians are to keep sick children at home. Staff or children can return to the center 72 hours symptom and fever free without taking fever reducer. Staff and children may be required to submit a negative Covid-19 test prior to returning.

Recordkeeping

All staff is to maintain proper records of visitors, staff, and child movements each day to facilitate the investigation of potential COVID-19 cases. Detailed records of daily health screenings should be maintained as well, following HIPPA guidelines.²

Daily Screening Questions

All staff and visitors are to answer the questions below daily before entering the center. If any staff member responds "yes" to any of the questions, you must notify your supervisor immediately and refrain from entering the center. A visitor who answers "yes" to any of the questions will not be allowed in the center. We must remain transparent for the sake of stopping the aggressive spread of the Covid-19 virus.

The following questions are to be answered prior to check-in:

1. Have you experienced any of the following symptoms in the last 14 days?
 - a. Fever in the last 24 hours? **YES NO**
 - b. Chills or repeated shaking with chills? **YES NO**
 - c. Cough? **YES NO**
 - d. Shortness of breath? **YES NO**
 - e. Sore throat? **YES NO**
 - f. Loss of smell? **YES NO**
 - g. Headache? **YES NO**
 - h. Muscle pain? **YES NO**
2. Have you been around someone who has been tested or diagnosed with Covid-19? **YES NO**
3. Have you been exposed to anyone with COVID-19 at your job? **YES NO**
4. Have you previously tested positive for COVID-19? **YES NO**
5. Have you traveled in the last 14 days to a hot spot? **YES NO**

If you answered **YES** to any of the above questions, you would require further screening and potentially will not be allowed on the premises for the safety of all. According to each situation, this type of screening will be handled on a case-by-case basis. Persons exhibiting other symptoms will also be prohibited from entering the program/facility.

Daily Arrival & Health Monitoring

For the safety of all, **SVA** has established controlled means of entrance to limit interaction and maintain social distancing.

Families will be greeted at the front door of the center, where a designated staff member will meet the child(ren). Only one family is permitted to walk the child(ren) to the door. We only allow enrolled children and staff into the premises at this time.

Face coverings are required at drop off and pick up. Not adhering to this measure will result in not being able to drop off and pick up a child.

- Hand sanitizer is always available in the lobby area and at the front door.
- All adults must always wear facial masks when inside the center.
- Health screening questions asked and answered.
- Temperature checked.
- Children and staff are to be check-in in the Brightwheel check-in/out station as usual.
- Designated staff escorts the child to the proper classroom.
- Hands washed. **Hand sanitizer will be used if handwashing is not possible. Ensure hand sanitizing stations are out of the reach of young children.**
- Before care arrivals only: provide hand sanitizer to the child.
- Before care/aftercare arrivals and late pick-ups, the child is to sit at the designated to avoid mixing groups.

- Before care/aftercare, staff must stay 6 feet away from students from other classrooms, to the extent possible.

Children who exhibit symptoms of illness during the day must be placed in a supervised isolation space established for this purpose. A mask should be provided to the child if age two or older, and parents must be contacted to have the child picked up immediately. Continue ongoing monitoring.

Children should leave toys and blankets and their comfort items at home to reduce the introduction of new objects. Accommodations should be made for children with disabilities or special needs.

Section 3: Dismissal

Government officials recommend that the same parent or designated person picks up and drops off children at our centers. Ideally, the same parent or designated person should drop off and pick up the child every day. 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.

- Only one adult allowed at the front door at one time.
- A designated staff member picks up and walks the student to the front door.
- The designated staff member checks the child out on our Brightwheel check in/out station.
- SR/VPK parents/guardian must sign the attendance sheets daily.
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Section 4: Cleaning and Sanitation

Maintenance staff will sanitize high-touch surfaces, such as door handles, light switches, faucets, that are frequently being used multiple times per day. **(9 am, 12 pm, 3 pm and again at 6 pm before closing.)** Establish training and schedule for proper and frequent cleaning and disinfecting of surfaces, toys, sporting equipment, and materials, as applicable.

Maintenance staff will complete an enhanced deep cleaning every night in all areas as well as on all touched surfaces.

The CDC guidelines must be followed for proper measurements of the bleach and water disinfectant solution.

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water and dry.
- Apply the bleach and water solution for 60 seconds to disinfectant.

- Cleaning with soap and water reduces the number of germs, dirt, and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on the level of use.
 - Surfaces and objects in public use areas in the center, such as computer keyboards and entry keypads, should be cleaned and disinfected before each use.
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Hand Washing

Hand washing must be done according to **SVA's** standard handwashing procedures and for at least 20 seconds each time. Assist children with handwashing, including infants who cannot wash their hands alone. After assisting children with handwashing, the staff will wash their hands.

Hand washing is required but not limited to:

- Arrival to the building and after breaks.
- Before and after preparing food or drinks.
- Before and after eating or handling food or feeding children.
- Before and after diapering.
- After cleaning a child's nose.
- After using the toilet or helping a child use the bathroom.
- After encountering contact with bodily fluid.
- After playing outdoors.
- After handling garbage.
- Before and after administering medication or medical ointment.
- After sneezing and or coughing.
- Before and after glove usage.

Toys and Materials

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that Children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside, cleaned, and sanitized, and air-dried during nap time.
- Machine washable cloth toys should not be used and removed from the classroom.
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.

- Children's books, like other paper-based materials such as mail or envelopes, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.
- Toys to be wash with soap and water, rinse, disinfect for 60 seconds with bleach and water. Air dry or dry with a paper towel if needed.
- Every surface, including but not limited to cubbies, tables, shelves, chairs, high chairs, cribs, light switches, and door handles will be disinfected daily and at the close of the day per company policy.
- Tables should be cleaned and disinfected after each use per company policy.

Bathrooms and Diaper Changing Stations

- Toilets to be wiped down with soap and water solution and disinfected with bleach and water solution for 60 seconds after each use.
- Flush handle, sink, sink handles, light switch, doorknob, etc. will be wiped down and disinfected after each use.
- Diaper bins, changing pads, changing station table surfaces, and trash cans will be disinfected as above after each potty/diapering rotation.
- Staff restroom is to be disinfected after each use to include toilet seat, sink handles, and doorknob.
- Spray Lysol in staff bathroom after each use if available.

<https://www.cdc.gov/healthywater/hygiene/diapering/childcare.html>

Food Preparation & Meal Service

All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA-approved products.

- Food preparation staff to wear hairnet and face coverings always.
- Caregivers should ensure children wash hands before and immediately after eating.
- Caregivers should wash hands before preparing food and after helping children to eat.
- Each child's meal will be plated and served by a staff person.

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls

- Must have a wipeable cover on electronics.
- Follow the manufacturer's instructions for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Section 5: Washing, Feeding, or Holding a Child

It is essential to comfort crying, sad, and anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding or holding very young children:

- Childcare providers can protect themselves by wearing a disposable smock and by wearing long hair up off the collar in a ponytail or other updo.
- Childcare providers should wash their hands, neck, and anywhere touched by a child's secretions.
- Childcare providers should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and rewash their hands.
- Infants, toddlers, and their providers should have multiple changes of clothes on hand in the childcare center.
- Childcare 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.

Section 6: Nap Time

During nap time, ensure that children's naptime mats (or cribs) are spaced out as much as possible, ideally **3 feet apart**. Consider placing children head to toe to reduce the potential for viral spread further.

Section 5: Contact Tracing

How does contact tracing work?

When a person tests positive for a disease or condition, a public health case investigator will work with the patient to create a list of people they have been in contact with during a given time frame. The contact tracing expert then contacts each of those people so that they can take appropriate precautions (getting tested, self-isolation, monitor for symptoms, etc.) and, in turn, create a list of people they've been in contact with as necessary. By using this strategy, public health professionals can get ahead of infectious diseases and prevent further spread.

In the event of potential exposure to COVID-19

The following precautions must be taken:

- Inform parents/legal guardians and affected employees on the same day about any possible contact their children (or the staff) may have had with suspected or confirmed cases.
- If a child is showing symptoms, the child must have a face-covering (mask) put on if it is age three and older and placed in the designated isolated area until the child is picked up.
- Contact, coordinate, work closely, and follow instructions given by the Florida Department of Health (FLDOH) to respond to the event in a timely and appropriate manner.
- Groups should be monitored but not isolated unless the child tests positive.
- Coordinate appropriate follow up measures with the (FLDOH).

If a person who has been in the program or facility tests positive:

- The facility must immediately report the incident, timing of infection, and proposed remediation plan to relevant authorities, including the DOH and the FLDOH.
- Inform parents/legal guardians and affected employees on the same day about any potential contact their children (or the staff) may have had with confirmed cases.
- Close off areas used by a person who is sick, disallowing any entry into the classroom.
- Clean and disinfect all areas used by the person, including common areas, bathrooms, and offices.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or, if possible, before cleaning and disinfecting to allow respiratory droplets to settle before cleaning.
- Use products from the list of those that are EPA-approved for use against the SARS-CoV2 (the virus that causes COVID-19)
<https://www.epa.gov/pesticideregistration/list-n-disinfectants-use-against-sars-cov-2>.
- Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- If more than ten days have passed since the person who is sick visited the center, additional cleaning and disinfecting is not necessary. The center should continue its routine cleaning and disinfecting program.

- Follow CDC guidelines on what to do if there is a confirmed case of COVID-19. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-forschools.html>
- The child must provide a doctor's note approving the child's return to the program.

This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19.

Local health officials' recommendations for the scope and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community. Coordinate with local health officials to communicate dismissal decisions and possible COVID-19 exposure.

This communication with the school community should align with the communication plan in the school's emergency operations plan.

Plan to include messages to counter potential stigma and discrimination.

In such a circumstance, it is critical to maintain the confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

Section 6: Communication

- Create communications strategies for staff, families, and children:
- Advance guidance to parents regarding how to prepare themselves and their children for what to expect.
- Create orientation messages and disseminate (i.e., e-mail, Zoom sessions, etc.).
 - i.e., Healthy kids start at home.
- Ensure reliable contact information for incident notification to families and inquiries by families.
- Work with community-based organizations to disseminate communications messages.
- Encourage children to talk about how they are feeling.
- Tell children they can ask you any questions and make yourself available to talk and listen.
- Be calm and reassuring; be careful not only about what you say but how you say it.
- Be a source of comfort.
- Listen for underlying fears or concerns.
- Ask questions to find out what a concerned child knows about COVID-19.
- Let children know that fear is a normal and acceptable reaction.
- Provide only true and accurate information.

- Correct any false information they may have heard. See "Myth-busting information," <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/mythbusters>
- Be considerate with children when correcting any information.
- If you do not know the answer to a question, say so. Do not speculate. Find answers by visiting the CDC, WHO, or the Florida Department of Health website, contact local DOH.
- Make sure children know how the virus can spread and how to prevent it from spreading.
- Talk about what the program is doing to protect everyone from getting sick.
- When age-appropriate, reassure concerned children that even though the COVID-19 pandemic is serious, hospitalizations and death are rare, especially in young, healthy individuals.
- Let children know that typically teens and children seem to get a milder illness when compared to adults.
- Share with guardians the signs and symptoms of Kawasaki disease (Multisystem Inflammatory Syndrome) <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children/mis-c.html>
- Provide family information on preventing COVID-19, including CDC guidance for large or extended families living in the same household.
- Provide Florida Department of Health guidance for High-Risk Individuals.
- Speak in age-appropriate language:

Section 7: Physical Distancing Guidelines

During a time of a pandemic, **SVA** will care for the allowed number of students in accordance with the local, state, and federal government. Modify interior spaces to maximize social distancing, including installation of barriers, modification of furniture and layouts, and segmentation of common areas to ensure the separation of groups of not more than ten children.

Special events such as festivals, holiday events, and special family events are to be planned with social distancing strategies. Consider whether to alter or halt daily group activities that may promote transmission.

Children

- **Classroom sizes:** Children shall be placed in groups of 10 and will **stay together for the entirety of the day** with the possible exceptions for early arrivals and late pick-ups.
- **Physical Distancing:** Children are always to physical distance at least six feet or as much as possible. There should be an empty seat in between children when sitting at the table, circle time, lunch, etc. The teaching staff is to plan lessons considering the need for physical distance.

- **Classroom Mixing:** To the extent possible, except for before and aftercare, students will not be moved from one classroom to another, and teachers will remain with the same classes each day and ongoing until further notice.
- **Before and aftercare:** children must sit in the designated classroom table to avoid group mixing.
- **Classroom Consistency:** To the extent possible, classroom changes for students will be minimized. Unless a student ages out of a classroom
- **Classroom Access:** Only teachers and enrolled children are permitted in the classrooms. Classroom staff should not enter in other classes except before and aftercare.
- **Program Supplies:** will be kept with one group of children for the entire day and cleaned and sanitized at the end of each day.
- **Materials:** each child is to have their student kits with commonly used classroom materials such as crayons, markers, pencils.
- **Equipment Sharing:** Staff and children will not share equipment. Staff will clean equipment between uses.
- **Label Tables** by the age of children for contact tracing.
- **Playground Time.** Staggering playground times and keeping groups separate for special activities such as art, music, and exercising. Maximize the use of outdoor spaces and increase the time spent on outdoor activities.
- **Face Shields.** The center will provide face shields to children over the age of 3. They will be personalized, disinfected daily and kept at the center.

Staff

- **Personal Protective Equipment (PPE):** Staff to be provided with appropriate Personal Protective Equipment (PPE) and cleaning and disinfecting materials, maintaining not less than a 15-day supply. Teach and reinforce the use of PPE and hygiene practices among all staff. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>
- **Cloth face coverings** to be worn by all adults in the program. Those involved in the strenuous activity can remove their mask while maintaining a 10-foot social distance. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-clothface-coverings.html>.
- **Disposable gloves** for diapering, foodservice, and feeding of infants and toddlers, must be removed after each use.
- **Ensure social distancing** among staff and groups of not more than ten individuals.
- **Stagger breaks**, meals, program activities.
- **Teacher Lounge/Break/Common Areas:** Prohibit staff from gathering in communal space-break rooms and common areas. The use of these areas, while discouraged at this time, is permitted if appropriate social distancing is maintained, the wearing of masks, and proper hand hygiene is followed.
- **Meetings:** Small group meetings are permitted if appropriate social distancing is followed, and all attendees wear masks or face coverings.

Visitors

- **Public Tours:** Tours are suspended due to COVID-19 health concerns, all tours are being done virtually until further notice or when there are no children in the center. Parents are sent a zoom link and can tour from their home, work, car, etc. We believe this will help in the prevention of COVID entering our schools, and families have been eager to cooperate in this style of touchless tour.
- **Visitors:** Visitors only, if required for the functionality or needed repairs to the center, will be permitted into the center. For example, AC repairs, vendors of supplies, handymen, and any licensing personnel, to name a few. ALL visitors will need to go through the CDC screening procedures when conduct self-assessments and readiness checks. The center will continue to keep good records of visitors' movements each day within the facility.

Section 8: Keeping a Healthy Environment

At the start of each day, and when necessary during the program, hold small group orientations and training and demonstrations on behaviors and precautions children should abide by, to prevent the spread of COVID-19, including:

- Remind students and staff that you have a "Safety-first" policy that includes. How, when, and where to effectively wash and sanitize hands.
- How to practice physical distancing in various settings.
- Which symptoms to look out for and when to report them and to whom.
- When to stay home.
- Coughing and sneezing etiquette.
- Other program-specific policies or guidelines

All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission. In the event of a room switch, the designated staff will deeply sanitize all surfaces with a bleach solution before moving groups into a new room.

HVAC systems should be in good working condition to ensure proper recirculation of outside air and monthly replacement of air filters.

Water fountain use is prohibited.

To help stop the spread of germs:

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and COVID-19. Germs can be easily spread by coughing, sneezing, or talking.

- Cover your mouth and nose with a tissue when you cough or sneeze.

- Throw used tissues in the trash.
- If you do not have a tissue, cough, or sneeze into your elbow, not your hands.
- Immediately wash hands.

Vulnerable/High-Risk Groups

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

Staff members age 65 or older, or with serious underlying health conditions, are encouraged to talk to your healthcare provider to assess any health risk and to determine if you should stay home. Also, people of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Information about COVID-19 in children is somewhat limited, but the available data suggests that many children have mild symptoms. However, a small percentage of children have been reported to have a more severe illness.

As part of the initial enrollment or re-enrollment process, program staff should speak

about the risk of COVID-19 to the parents of children with underlying health conditions. Parents should be encouraged to talk to their child's health care provider to assess their risk and to determine if they should stay home.

Parents with children with underlying medical conditions must provide clearance from the primary care physician, indicating the child can participate in center-based or in-person programs to enroll/reenroll the child in the program. Programs must follow children's care plans for underlying health conditions.

If you have children with disabilities, talk to their parents about how their children can continue to receive the support they need.

Section 9: Posters

SVA will place reminder posters at the main entrances, on communication boards, in break areas, and other conspicuous places within the facility. The first poster (stay home when you are sick) will be placed on all exterior doors so that it before entering the facility. These posters can be found in the CDC website <https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html> and Florida Department of Health Website: <https://floridahealthcovid19.gov/resources/#toolkitJump>

- [Stay home when you are sick](#)
- [Symptoms of COVID-19](#)
- [How to protect yourself and others](#)
- [How to safely wear a cloth face covering](#)
- [Keep calm and wash your hands](#)
- [Hand washing for school kids](#)
- [Stop the spread of germs](#)

Section 10: Covid-19 Testing

SVA administration may require its employees to be tested for Covid-19 if they are showing symptoms, if they were exposed to the virus, if there is a cluster outbreak or there is a rise in positive case numbers in our area.

The employee must be tested using the nasal swab test, blood work tests will not permitted. Tests must be administered within 24 hours of exposure or symptoms. A copy of test results must be sent to an SVA administrator within 10 days of testing. The employee cannot return to work until test results are provided. The time off while being tested and awaiting results is unpaid.

Section 11: Positive Test Results

Any staff member who tests positive cannot return to work until they have submitted 2 negative nasal swab test results to the center administration. Covid-19 sick leave is considered an excused sick leave but will not be paid.

Disclaimer

The COVID-19 pandemic is an ongoing, rapidly developing situation. **SVA** encourages all associates and clients to monitor publicly available information and always to follow federal, state, and local health organization guidance and government mandates. This plan is demonstrating our best efforts to increase safety at our facilities. Given the nature of the COVID-19 pandemic, particularly with respect to transmission by asymptomatic carriers, we cannot guarantee an environment free from COVID-19 or

any other virus or disease. Despite our best efforts in following all applicable guidance, a parent, child, family member, or associate of **SVA** may be infected, with or without their knowledge, and maybe unaware that they carry a virus putting others at risk of contracting COVID-19 or another disease.

This information may vary and will be updated depending upon current situations and as the knowledge base concerning COVID-19 grows. Please be advised that **SVA** can give no assurances to the accuracy or completeness of the information provided, as there is yet much to learn about COVID-19. Further, the information contained herein is provided for general informational purposes only and should not be construed as a contract or guarantee of performance or results.

Thank you for your understanding and patience as we implement these new procedures. Our goal is to minimize disruption while at the same time keeping our students, families, and our staff healthy and well.

My signature below indicates that I have read and understood this statement and have received a copy of the Health & Safety Practices COVID 19 plan. My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and rules indicated.

Please date, print and sign your name and return this form to your supervisor.

Employee Printed Name: _____

Employee Signature: _____

Date signed: _____

Section 11: Acknowledgement and Disclosure

COVID-19 PUBLIC HEALTH EMERGENCY SPECIAL WORK CONDITION ACKNOWLEDGMENT AND DISCLOSURE

Springview Academy/Springview Academy of Hialeah Employee:

Please read and initial each statement below.

1. _____ I understand that to enter upon the facility premises; I must be free from COVID-19 symptoms. If during the day, any of the following symptoms appear, I must immediately notify a member of the management team.

Symptoms include,

- fever of 100 degrees Fahrenheit or higher
- dry cough
- Shortness of Breath
- Chills
- Loss of taste or smell
- Sore Throat
- Muscle aches

While we understand that many of these symptoms can also be related to non-COVID-19 related issues, we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected, so please take them seriously. You will need to be symptom-free for 72 hours after a 10-day quarantine before returning to the facility.

2. _____ I understand that my temperature will be taken upon arrival and midday while on facility premises.
3. _____ I understand that I must always wear a mask while in the facility and on facility premises.
4. _____ I understand that the facility has adopted enhanced cleaning procedures, and I will comply with and complete all cleaning and disinfecting tasks as assigned each day.
5. _____ I will wash my hands using CDC recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.
6. _____ I understand that I must spray my shoes with bleach and water solution upon coming to work and entrance of the facility and wash my hands immediately.
7. _____ I understand that outside of work, to control my exposure in the community, I will comply with any and all state, county or local stay-at-home orders, will limit contact

outside of work to persons living in my household and will only go out to stores to shop for essential items like food, medicines, and toiletries and will follow any recommendations from the CDC that limits my risk for exposure including wearing a mask in all public areas and remaining 6ft from all other people.

8. _____ I will immediately notify **SVA** management if I become aware of any person with whom I have had contact exhibits any of the symptoms listed in Number 1 above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19.

9. _____ I understand that while working in the facility each day, I will be in contact with children, families, and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines, or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

I _____ certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the regulations listed herein, or with any other policy or procedure outlined by Born 2 Learn/A Sunny Start Preschool will result in disciplinary action up to and including termination. I acknowledge that my employment will be terminated if it is determined that my actions or lack of action unnecessarily exposes another employee, child, or family member to COVID-19.

Employee Signature

Date

Management Team Witness

Date