



## SUMMER 2020: COVID-19 PROCEDURES, PROTOCOLS, AND ACKNOWLEDGEMENT

Greetings and Welcome to our Summer Camp Families,

We are excited to welcome you back to on-site activities at The Eastern Ridge School. To help make our return to on-site operations run as smoothly and safely as possible for all of our campers, families and staff, we ask that you carefully review the information in this document. It is a compilation of best practices based on guidance from the CDC, our local health department, and the Virginia Department of Social Services. We ask that you please sign the acknowledgement at the end and return it to us by Friday, June 26.

### **We will be outdoors!**

- Our goal is to spend all day, every day, actively playing, learning and socializing in nature. We are committed now, more than ever, to outdoor education for young children. We are pleased that we are already equipped for a summer of outdoor fun, since this is how we have run our school year and summer camp programs for years. Below you will find more details and added measures that we will be taking to ensure that we are doing our part to reduce the risk of transmission of COVID-19.
- Outdoor time may include daily snack, lunch and rest time, determined at the teachers' discretion and based on conditions outside and student needs.
- *Exceptions:*
  - groups will come inside to their respective classrooms in the event of lightning in the area or for respite during episodes of extreme heat
  - if a shelter in place is necessary, groups will gather together in our designated shelter-in-place area.

### **Daily Health Screenings:**

- Temperature checks will be conducted by staff 3 times per day (upon arrival, at lunch time, and after rest time).
  - Any child with a temperature over 99.4 upon arrival will not be allowed to remain on school grounds.
  - Any child with a temperature over 100.4 at any point during the day will be removed from the group and a parent/guardian will be called for immediate pick-up.
  - Temperature checks will be accompanied by teacher observations of the child's overall health.
  - Students appearing to be ill can be sent home at program director's discretion, even if their temperature is lower than 100.4.
- Upon arrival each day, parents/guardians will be asked a series of health screening questions with regard to symptoms and exposure to COVID-19.



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### Drop-Off and Pick-Up Procedures:

- Drop-off and pick-up times will be staggered by group, and you will be notified of your group's drop off time before the start of each camp week. If you miss your drop-off or pick-up window, you will be asked to wait until after the last group's drop-off/pick-up time.
- The CDC recommends that the same adult should consistently do drop-off and pick-up. To the extent this is possible, we appreciate your compliance with this recommendation.
- Students are required to arrive each morning with sunscreen and bug spray applied prior to drop off. ERS will not re-apply sunscreen or bug spray more than once per day.
- Parents/guardians should pull their car forward to the traffic cone marker in the circle driveway by the entrance, exit their car, and gather their child and all camp gear for the day. When the camper is ready and standing by their car, they will be greeted by a staff member who will perform a temperature check and provide a daily sign in sheet or google form to fill out. *Please have your own pen handy.* The staff member will escort children to their teacher who will be waiting by the entrance.
- Pick-up time will work similarly to drop-off, in reverse. Please post a legible sign on 8 x 10 paper with your child's first name, in your side window as you pull up. A staff member will escort your child and all belongings to you, and you will be asked to sign your child out. *Please have your own pen handy.*
- We appreciate your patience as we work through these drop off and pick up procedures.

### Minimizing contact across groups:

- Class groupings will not mix or interact.
  - Exception: if a shelter in place is necessary, groups will convene in our shelter in place location.
- Groups will each have separate outdoor play areas, will remain in their respective classrooms while inside, and use their own bathroom for all toileting and hand-washing.
- Children from the same family will be assigned to the same class, regardless of age. We will strive to create class groupings with a balanced mix of ages *to the best of our ability.*
- We will strive to keep groupings as consistent as possible from week to week, *but this may not always be possible.*
- Children will go straight to their designated outdoor area/classroom upon arrival and will depart from their area each day with no other detours.
- Staff will make every effort to remain distanced from each other, to the extent possible. Teachers from one classroom will not interact with students from another, and *to the extent possible* will be assigned the same children from week to week.
  - Exception: some staff, by necessity, will "float" between classes to assist with handwashing and other cleaning



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### Hygiene and Cleaning:

- Handwashing will be required of all staff and students upon arrival, after toileting, before and after all meals/snacks, when moving indoors, and when hands come in contact with face or bodily fluids.
- Handwashing will be supervised/assisted by a staff member.
- Students and teachers will only use the bathroom that has been designated for their class.
- Bathrooms, door handles, and other high touch areas will be wiped down throughout the day in addition to regular tri-weekly cleanings by our professional cleaning crew.
- Toys/manipulatives that cannot easily be cleaned will not be used; objects that are used will be sanitized daily, or removed and sanitized immediately if mouthed.

### Masks and physical distancing:

- Teachers can wear masks at any point during the day, at their discretion. They will be required to wear a mask and gloves when assisting with toileting, and whenever food is being handled/served.
- Parents/guardians must wear a mask when entering the property. They are not permitted to do so without extenuating circumstances and permission from the Director.
- Additionally, we recommend adherence to the following guidelines:

OFFICE OF THE GOVERNOR OF THE COMMONWEALTH OF VIRGINIA

## PHASE II IN VIRGINIA: FACIAL COVERINGS

Facial coverings can help keep Virginians safe. [Executive Order 63](#) requires facial coverings in certain circumstance while CDC and state guidance *recommends* use of facial coverings.

| Who MUST wear facial coverings   | Who SHOULD wear facial coverings  | Who MAY wear facial coverings   | Who SHOULD NOT wear facial coverings  |
|--|---|---|---|
| <ul style="list-style-type: none"> <li>• Family members who enter child care and camp facilities.</li> <li>• Other visitors to child care and camp facilities.*</li> </ul> | <ul style="list-style-type: none"> <li>• All staff and children over the age of two, when feasible, when 1) <b>inside</b> and 2) <b>unable to maintain social distancing of at least six feet.</b></li> </ul> | <ul style="list-style-type: none"> <li>• Staff and children over the age of two may wear facial coverings <b>outside and/or in socially-distanced settings inside</b> if required by their program or desired by families.</li> </ul> | <ul style="list-style-type: none"> <li>• Children age two and under.</li> <li>• Anyone who is sleeping.</li> <li>• Anyone who has trouble breathing, or is incapacitated or otherwise unable to remove the cover without assistance.</li> </ul> |

*\*Outside visitors are strongly discouraged unless essential*

EXECUTIVE DIRECTIVE 4: RECOMMENDATIONS SLIDE 7



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### **Masks and physical distancing (cont'd):**

- Families who would like their child to wear a mask must provide two clean masks daily and provide emailed instructions to the teacher and the director about your preferences for mask use.
- When possible, staff will encourage physical distancing and minimize sharing of objects, with the understanding that this is at times not possible with toddlers and preschoolers in a group school/play setting.
- During meal time and rest time, children will be spaced at least 6 feet apart, and arranged head to toe while resting.

### **Personal Belongings:**

- All gear will be stored outside
- Each child must bring two CLEAN, FRESHLY LAUNDERED towels daily
  - One bath towel for drying off after water play and other miscellaneous use
  - One bath towel for nap time (we will provide a foam mat that will be sanitized daily)
- No toys or “extra” items other than required gear should be brought to school.

### **Mandatory within-school contact tracing:**

- Staff will keep a log of the children and other adults with whom they interact each day at school.
- At drop-off each family must confirm that there has been no contact by any family member with anyone who has had a confirmed case of COVID-19 in the past 14 days.
  - If there has been such contact, then your family must self-quarantine for 14 days (since the date of contact)

### **Other:**

- Should ERS have a confirmed case of COVID-19, the school will immediately close to conduct a deep cleaning and will seek further guidance from the Department of Health regarding a longer duration closure or other **necessary** steps.
- A fee of \$25 per week will be required to help offset cost for maintaining sanitary conditions and providing PPE for staff.

Warm regards and happy summer,

Julie Liddle

Program Director  
The Eastern Ridge School  
(o)703-757-7900  
(c)703-582-0462

Please continue to the next page, where your acknowledgement and signature are required. Please return to us by the Friday prior to your start of camp. Your child will not be able to start camp until we have received a signed copy of this form.



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### Please read and sign below:

I understand the following:

- I will NOT be permitted to enter the preschool beyond the designated drop-off and pick-up area.
- To enter the preschool, my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear my child will be separated from the rest of the group. I will be contacted, and my child MUST be picked up within 30 minutes of being notified.
  - Symptoms include fever of 100.4 degrees Fahrenheit or higher, dry cough, shortness of breath, chills, sore throat, and loss of taste or smell.
  - Your child will need to be symptom free without any medications for at least 24 hours and have a doctor's note indicating your child is healthy before returning.
- My child will be required to wash their hands using CDC recommended handwashing procedures throughout the day using running water and rubbing with soap for at least 20 seconds.
- I will immediately notify ERS's Director if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19.
- While present at ERS, my child will be in daily contact with people 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. The virus can be transmitted by people who are asymptomatic and/or before some people show signs of infection, and by their nature, young children in a group preschool setting cannot be kept completely apart. By choosing a group care setting, I am choosing to assume these risks. 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 provisions listed herein, or with any other policy or procedure outlined by The Eastern Ridge School, will result in termination of services. I acknowledge that care for my child will be terminated if it is determined that my actions, or lack of action, unnecessarily exposes another employee, child, or their family member to COVID-19.

Child Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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