

# COVID Safety Manual

## Clarifications

As of August 1, 2021

The items covered in this COVID Safety Manual Clarifications, supersedes items listed in previous editions of the COVID Safety Manual.

### 1. Re-entry

- Effective August 16, 2021, Premier Academy will resume its normal operating hours, 6:30 a.m. – 6:00 p.m.
- The program will operate only ONE model of instruction, Traditional/Face-to-Face.
- Should a classroom or portion of the facility be closed due to COVID, those classrooms will immediately transition to the virtual model, (PAVES) until re-opening.
- All staff members are required to wear face coverings/masks while in the common areas of the facility (hallways, lobby, cafeteria, auditorium, etc.).
- Staff members will not receive reusable masks or face shields but disposable masks and gloves will be available and plentiful.

### 2. Staff Health & Protection

- All Staff members will continue to receive daily health screenings and temperature checks upon arrival for the day.
- Any staff members who are ill or are displaying COVID-like symptoms may be required to submit a COVID test, prior to returning to work.
- Premier Academy continues to encourage ALL staff members to be vaccinated against COVID-19. Any unvaccinated staff member must continue to wear a mask at all times in the facility and also provide a negative COVID test, every 14 days. Employees may not report to work without adequate verification.
- Any new employees hired after July 30<sup>th</sup>, MUST be vaccinated before joining the team.
- Vaccinated staff may choose to remove their masks in their classrooms but are encouraged to keep their masks on while in the presence of others.

### 3. Child Drop-off & Pick-up Procedures

- Effective August 1, 2021, custodial parents have the OPTION of entering the facility for drop off and pick up. For parents who choose to enter the building, they must receive the daily health screening, temperature check, wear a mask at all times, sanitize hands before entering the center and adhere to strict social distancing.
- While dropping off and picking up, access to the facility will be limited to two custodial parents, only.
- Families will walk on the right side of the hallway and will allow adequate space between themselves and others.
- If there is another family in the classroom at the time, the family unit will wait outside until that family has exited the classroom.

- All parents will wash and sanitize their hands, along with the child's hands and will exit the classroom, as swiftly as possible, minimizing contact.
- For family members choosing not to enter the facility, their child will be retrieved and returned to the greeting station, as listed in the COVID Safety Manual.

#### **4. General Facility Health & Safety**

- While Custodial Parents have access to the facility, we will continue to limit the number of other visitors.
- Summer Camp will resume but the program will not offer school-aged care at this time.
- Breakrooms continue to remain closed.

#### **5. Classroom Health and Safety**

- Teachers should continue to limit themselves to their classrooms, only. This helps with contact tracing and prevents larger shut-downs, should the virus be present in the facility.
- Teachers will continue to individualize instructional activities such as art, manipulatives, sensory materials.
- Sand and water play will either be individualized or adapted, in order to eliminate transmission of the virus.
- Families will provide a change of clothing inside a staff-issued Ziplock bag and placed in the child's cubby. No additional bags or outside items will be allowed.
- A modified version of Family-Style Dining will be implemented, where teachers prepare each child's plate and serves the children. Teachers will continue to sit and eat with the children, while engaging with them.
- Cleaning and sanitation will continue to be a staple of our success.

#### **6. Playground Health & Safety**

- Each center will be responsible for creating playground schedules that reduce the number of groups on the playground at the same time.
- Teachers will clean and sanitize the equipment, prior to going inside.

#### **7. Administrative Procedures**

- Face to face contact with parents will continue to be limited. As much as possible, virtual engagement and informational sessions will be held.
- No live home visits will take place.
- Parent/Teacher Conferences will be conducted virtually.
- The program will continue to lean on regulatory officials, regarding confirmed cases of COVID-19 within our facility.
- All staff members are required to have two weeks of virtual lesson plans, in case of a full or partial closure.
- We continue to be committed to providing the highest level of customer service, internally and externally.