



TOWN OF NEWINGTON

200 Garfield Street Newington, Connecticut 06111

Parks & Recreation Department

Creative Playtime Preschool Program

COVID-19 Public Health Emergency Guidelines, Policies, and Procedures

Dear Parent or Guardian,

This year is operating a bit differently due to the COVID-19 pandemic. Please know that you and your family's safety and wellbeing is our highest priority. We want everyone to know that we will be doing everything possible to foster a safe environment where you can feel comfortable sending your child during these unprecedented times.

The following guidelines and procedures have been developed using resources provided by the Connecticut Office of Early Childhood (OEC) and will be in place during this public health emergency. OEC is the governing entity that oversees our operation and provides us with our State licensure. Please understand that these guidelines and procedures are subject to change at any time throughout the school year. Changes will be made based on guidance from OEC, which follows the recommendations of the Centers for Disease Control and CT Department of Public Health, since OEC is not a health-based organization. Here is what you can expect to see and follow during the COVID-19 pandemic:

Before You Leave Home

- Please be sure to screen your child before you leave home. The screening should consist of the following:
 - A temperature check to ensure that your child does not currently have a temperature above 100.00 degrees.
 - A brief observation period to ensure that your child is not currently displaying any signs or symptoms of COVID-19; including a cough, shortness of breath, flushed cheeks, rapid breathing or difficulty breathing, fatigue, extreme fussiness, or fever-related symptoms like sweating or chills.
 - Confirm that the child and everyone the child is living with has not traveled to any of the states that are currently within the CT travel advisory in the past 14 days. Please understand that this list changes frequently. Parents and guardians should keep up-to-date on this list to ensure that there is no one coming back from any of these states without plans to quarantine for 14 days. Our travel advisory policy is below.
 - This policy is in effect for all students and staff and will remain in effect until Governor Lamont's Executive Order No. 7III expires.
 - If your child and/or anyone the child is living with have not traveled to any of the listed states on the most current travel advisory list, they may attend school.
 - If travel to any of the states listed on the most current travel advisory list has occurred within the last 14 days, you will be asked how long they were in the listed state. If less than 24 hours were spent in the listed state, the student may attend school provided they do not display any known signs or symptoms.
 - If more than 24 hours were spent in the listed state, then they must self-quarantine for 14 days from the time of last contact with the listed state and complete a travel health form.

- If they are not able to self-quarantine, they must provide written proof of a negative test result for COVID-19 in the 72 hours prior to arriving in Connecticut.
- The Governor’s most up-to-date travel advisory information, including a list of states, can be found using the following link:
 - <https://portal.ct.gov/coronavirus/travel>
- As always, we ask that all children and staff stay home if they are showing signs or experiencing symptoms of sickness. Please call the classroom at 860-665-0114 to inform a teacher of your child’s absence.

Arrival to School

- Ideally, the same parent or designated person shall drop-off and pick-up the child every day.
- If possible, older people such as grandparents or those with serious underlying medical conditions shall not drop-off or pick-up a child, as they are more at risk of serious illness resulting from COVID-19.
- Parents will not be allowed inside of the classroom at any time.
- We ask that the first parent/child arriving for drop off stand in the hallway closet to our entrance. A teacher will be there to open the door and greet you at 7:30 a.m. or 12:30 p.m., depending on the program your child is attending.
- The teacher greeting you and your child will conduct a brief screening. The screening will consist of the following questions. Please answer truthfully to help protect the safety of our students, their families, and our staff.
 - “Does your child currently have a fever, shortness of breath, or a cough?”
 - “Have you, your child, or anyone in your household traveled to any of the states that are currently within the CT travel advisory in the past 14 days?”
 - The teacher will also visually inspect the child for signs of illness, including, but not limited to cough, shortness of breath, flushed cheeks, rapid breathing or difficulty breathing, fatigue, extreme fussiness, or fever-related symptoms like sweating or chills.
- You will not be required to sign the child in so as to avoid sharing of writing utensils, clipboards, etc. The teacher will ask you for your full name, a phone number where you can be reached, and note who dropped off and will pick up the child. Teachers may request identification upon both drop off and pick up at any given time.

The School Day

- All staff must properly use face coverings at all times unless they are outside and can maintain a safe distance of six feet away from the children.
- All children are now required to wear masks.
- The ratio of teachers to students will remain at the State minimum of 1 to 10.
- Children will not be in groups larger than 16 at any time. This number is likely to change throughout the school year and we will adjust accordingly. The purpose of this guideline is to limit the number of people that each person is interacting with.
- The main classroom will be split into two separate classrooms using a partition wall.
- Children attending in the morning will be kept in a group together. Children attending full day will make up the other group.
- Teachers will be sanitizing and disinfecting classroom furniture and toys frequently. Toys that cannot be sanitized will not be used. Toys that children have put in their mouth or that are otherwise contaminated by body secretions or excretions will be set aside until they can be cleaned by hand.
- Toys will not be shared amongst different groups.

- Only safe, EPA-registered cleaners, sanitizers, and disinfectants will be used throughout the classroom.
- Children and staff will be required to wash their hands frequently, especially after coughing, sneezing, or using the bathroom.

Dismissal

- Dismissal will take place at the play yard. Please present yourself at the gate and maintain social distancing while waiting for your child to be released. Identification may be requested by staff at any time. Staff will make note of the time and the name of the person picking up the child.
- In the event of inclement weather, parents/guardians should call the classroom at 860-665-0114 once you have parked in the Town Hall parking lot. Staff will gather the child's belongings and bring the child outside to the person picking the child up.

Mask Wearing Policy

- All children ages 3 and up are now required to wear masks to preschool. Parents should help reinforce mask wearing by practicing at home.
- Masks should only be removed if the child is isolated from other students during snacks, meals and rest. If a child needs a break from wearing the mask, a teacher will take he/she into a separate room to give the child a brief mask-break. Children can remove the mask once they exit the classroom for the day.
- We understand that wearing masks may be difficult for some children. We will be patient with students who are having a tough time getting used to this "new normal." If students are removing the masks at unnecessary times, the student will be redirected to put their mask back on. Games and activities will be conducted to encourage mask-wearing. If a student continues to be non-compliant with mask-wearing, teachers will talk with parents about practicing at home and being supportive of wearing masks. If the child continues to be non-compliant with mask-wearing, staff will follow the same policy as our normal discipline policy. This will include positive guidance, setting clear limits, and redirection.

If someone is or becomes "sick" while at school

- In the event a student or staff member becomes sick during the school day, the following procedures will be followed:
 - The student will be quarantined in one of our smaller classrooms/designated "sick room." Students will never be left alone in the room. A staff member will remain in the room with the student until a parent or guardian comes to pick the student up. If the individual who gets sick is a staff member, the staff member will be sent home and required to get a test done and returned as negative before returning to work.
 - Any toys, materials, or supplies that the student used during the day will be thoroughly cleaned, sanitized, and disinfected.
 - Once the child is picked up by a parent or guardian, the room they were in will be thoroughly cleaned, sanitized, and disinfected.

If COVID-19 is Diagnosed in a Child or Staff Member

- If a child or staff member who has been present at the preschool is diagnosed with COVID-19, we will notify all families and staff about the exposure.
- The diagnosis will be reported by Newington Parks and Recreation to the Department of Public Health (DPH) and Central Connecticut Health District (CCHD).
 - Once reported, DPH and CCHD will determine whether or not a group of children or the entire program will need to close for a certain period of time. These details would be

discussed and disseminated to parents immediately following the discussion with DPH and CCHD.

If a Child or Staff Member has been Exposed to COVID-19

- The individual will not be allowed to return to the program until it is determined that they are negative for COVID-19. If the individual is experiencing symptoms, it is recommended that they stay home, quarantine, get rest, and stay hydrated. The individual or individual's parents should also notify a doctor for further recommendations.

These guidelines are subject to change at any time based on the protocols set forth by the Central Connecticut Health District or Department of Public Health. We will make every effort to notify parents/guardians of any changes as they occur. Thank you for your patience, understanding, and cooperation!

1/27/2021