



Heart Prints' COVID-19 General Preparedness Plan

Updated August 24, 2020

Dear Families,

Thank you for registering your child at Heart Prints'. Following the Center for Disease Controls recommendations, we have implemented some additional precautions to minimize the spread of germs, including the COVID virus.

Current Health Practices:

- All employees and students will wash hands upon entry to the classrooms
- Frequent handwashing of adults and children throughout the day will be implemented
- All classrooms contain hand sanitizer for students and staff to use
- Sick children will be sent home and must remain home until they are symptom free for at least 24 hours.
- Using disinfectant cleaners on all surfaces throughout the day

Mask Policy:

Staff are required to wear cloth face coverings. Children 2 years old and older are required to wear a face covering as described in the Order of the Secretary of the Pennsylvania Department of Health Order for Universal Face Coverings, unless you fit one of the exceptions included in Section 3 of the Order. Parents must provide a doctor's note if an exemption is requested.

Additional Measures being Implemented:

1. Drop Off Procedures

- Staggered drop off times. You should arrive at the time listed below for drop off. If you arrive early, please wait outside or in your car. Avoid standing around in the lobby or common areas.

Morning Session

- Last Name A-H 8:50 arrival
- Last Name I-P 8:55 arrival
- Last Name Q-Z 9:00 arrival

Afternoon Session

- Last Name A-H 1:00 arrival
- Last Name I-P 1:05 arrival

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- Last Name Q-Z 1:10 arrival
 - Parents should wear a face mask when entering the school
 - Child and adult temperatures will be checked by a teacher upon entering the room
 - Parents, students, and siblings should wash hands for 20 seconds under warm water before touching anything in the room
 - Please make drop off as quick as possible to reduce the number of adults in the room at any given time
2. Personal Items
- *Please make sure all items are clearly labeled with the child's name*
- Lunches should be sent in a paper bag (no plastic bags or lunch boxes)
 - A spill proof water bottle should be sent and left in your child's cubbie, take home daily to wash
 - A change of clothes and water shoes (such as rainboots or crocks) should be left in your child's cubbie
 - All other personal items such as toys and stuffed animals should be left at home
3. Modified Classroom Procedures
- Children will remain with the same group of children and teachers as much as possible and will not visit other classrooms
 - Children will be spaced throughout the classroom to avoid over crowding
 - Teachers will individually serve snack using disposable products
 - Frequently touched surfaces will be sanitized no less than two times per day using a CDC approved EPA cleaner
 - Toys and classroom materials will be sanitized frequently using a CDC approved EPA cleaner
 - Staff will wear protective face masks
4. Pick Up Procedures
- Staggered pick up times. You should arrive at the time listed below for pick up. If you arrive early, please wait outside or in your car. Avoid standing around in the lobby or common areas.

Morning Session

- Last Name A-H 11:50 dismissal
- Last Name I-P 11:55 dismissal
- Last Name Q-Z 12:00 dismissal

Afternoon Session

- Last Name A-H 4:00 dismissal

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- Last Name I-P 4:05 dismissal
 - Last Name Q-Z 4:10 dismissal
 - Children will be seated at the tables with all their take-home items
 - Adults should enter the room wearing a mask or face covering and pick up their child
 - Adults should refrain from touching anything in the room unless they first wash their hands
 - Please make pick up as quick as possible to reduce the number of adults in the room at any given time
5. The Regional Learning Alliance has agreed to disinfect common spaces, and frequently touched objects such as doorknobs throughout the day
 6. Monitor family travel plans

Things Parents Should Do:

1. Keep children home if they have a fever or show any signs of COVID-19
2. Take children to a doctor if you suspect illness
 - a. The CDC recommends calling your doctor before reporting to the doctor's office
3. Children who have a fever or cold symptoms should consult a doctor. Children who do not have COVID-19 can return to school after being 24 hours fever free and providing a doctor's note with the alternative reason for their sickness symptoms such as allergies or common cold.
4. Notify the school immediately if a child has a fever or shows any signs of COVID-19
5. Keep children home if they contract COVID-19 for a minimum of 14 days and submit 2 failed COVID-19 test results from a health care provider
6. If a member of a child's household, or someone they have been in contact with, contracts COVID-19, keep the child home for a minimum of 14 days and submit 1 failed COVID-19 test result from a health care provider
7. Follow the safety precautions set in place by the State of Pennsylvania and the Center for Disease Control including, but not limited to:
 - a. Social distancing
 - b. Wearing a mask in all social environments
 - c. Wearing a mask within 6 feet of a non-household member
 - d. Frequent handwashing with warm soapy for at least 20 seconds, or use alcohol-based hand sanitizer when hand washing is not possible
8. Teach children safe practice:
 - a. Sneeze or cough into elbow or tissue
 - b. Wash hands with warm soapy water for 20 seconds (sing *Happy Birthday* twice)
 - c. Practice using a tissue properly and throwing it away

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We ask that you are extra cautious in sending your child to school at this time. If a family member or your child is presenting any symptoms characteristic of the COVID-19 Virus including fever, cough, or shortness of breath, please do not send them to school until symptoms have passed and you have consulted a doctor. While the virus does appear to be mild for most children, we do have students and staff with asthma who are at a higher risk and want to prevent any spread to grandparents or community members with preexisting conditions.

Travel Recommendations:

We encourage anyone traveling to take the ACHD's recommendation of checking the CDC's Traveler's Health Notices for the latest guidance and recommendations before planning your travel. This information can be accessed here: [CDC's Traveler's Health Notices \(https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html\)](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html)

- In an abundance of caution, we ask that any families returning from an area where there are high amounts of COVID-19 cases, it is recommended that you stay at home for 14 days upon return to Pennsylvania. Please visit <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx> for the most current and updated list.
- The Department of State advises U.S. citizens to avoid all international travel due to the global impact of COVID-19.
- *Please complete and submit a travel plan document to HeartPrints* so that we are aware. (Located in the lobby and at www.heartprintsed.org)