

Atlas Immersion Academy COVID Policies

Hawthorne Drop Off During Emergency Child Care Licence	1
Sibling Illnesses	2
Teachers and Masks	3
Parent Communications during COVID	4
Change of Classroom	5
Visitor on Site	7
Change of clothing between classes	8
Infant feeding	9
Naptime	10
Cleaning and sanitizing of toys	12
Enrolled child with susceptibility to disease	13
Continuing Education for Staff Members during COVID	14
Positive COVID case at the school	17
Presumptive COVID case at the school	18
Child sick with coughing, shortness of breath or fever	19
Child sick with vomiting, diarrhea, or rash	20
Person in household is sick with coughing, shortness of breath, or fever	21

Hawthorne Drop Off During Emergency Child Care Licence

Policy

Child care facilities pose an added risk to the current crisis as children cannot recognize the gravity of the situation at hand. It is difficult to follow distancing recommendations when changing diapers, conducting activities, or prepping for nap time. Because of this, Atlas will take extreme caution to reduce the number of people in and out of the school and hold high standards for our cleaning and disinfecting. Drop off will include health checks, temperature verification, and only parents of infants will be allowed to enter the building.

Procedure

Preparation for Parent Arrival

- Teachers will be keeping an eye on the front porch in the mornings, and they will be stationed with their students in the classroom closest to the porch.
- This teacher must be wearing a mask.
- The teacher will have hand sanitizer in a hanging basket (out of reach of children), a thermometer (kept inside to maintain accuracy
- and disinfectant wipes.

When a parent arrives

- Verify that parents are wearing a mask. If they are not, they can use one of the disposable ones in the hanging basket.
- The teacher will use hand sanitizer before and after the health check.
- Disinfect the thermometer before use.
- If the child's temperature is 100.4 or above, the child will be sent home with their parent
- The teacher will ask the parents to fill out the health check on Brightwheel. If the parent does not have a smartphone, the teacher will ask the parent the questions from the health check verbally
- Record the answers writing either "pass" or "fail" to maintain confidentiality
- Take a pen out of the cup, and wipe it down with a disinfectant wipe
- Hand the disinfected pen to the parent and have them sign the health check form.
- Take the child and their bag directly to their classroom

Sibling Illnesses

Policy

As a family care provider, we have many siblings of different ages in different classrooms. Because of the highly contagious nature of COVID, Atlas requires siblings of children who are actively experiencing COVID symptoms to remain at home and out of Atlas' care. We hope this measure will help reduce the possibility of closing multiple classrooms for quarantine if there is a positive case at the school.

Procedure

- The child will be removed from the classroom and put under the care of an administrator
- The administrator must do what they can to remain 6 feet away from the ill child.
- The siblings of the child who is ill will also be removed from their classroom and placed under the care of an administrator separated from other children to avoid the spreading of germs.
- The administrator will call the parents to let them know the child's symptoms and ask that they arrive at the school within 30 minutes to pick up their child. Parents must also be informed of the protocol of medical care before the child can return to school. (see exclusion summary chart)
- Before returning to school, the administrator must confirm with the parent whether the child has received a negative COVID test, a note from their doctor, or have been symptom-free for 24 hours.
- Proof of this confirmation should be printed and placed in the child's file
- The other siblings should remain at home (out of school) until the initial child is healthy and back under Atlas care

Teachers and Masks

Policy

Masks have evidently proven to be a shield in helping to protect the spread of COVID. As per CDC guidelines, Atlas will require all adults and children (age 5 and up, excluding pre-k students) to wear masks while on the premises. We will remind teachers that disposable masks cannot be reused, and we will provide plenty of disposable masks available if the staff member needs to change theirs. If the adult interacts with a sick child during health checks, they will change their masks to a new one and wash their hands for at least 20 seconds.

Procedure

- Upon arrival at school, the health checker should verify that staff members are wearing their masks.
- If they are not wearing their masks, the school will provide them with one.
- Masks should be available at the front of the school in order for teachers to be replaced if needed.
- For all health checkers: When coming in contact with a sick child, their masks should be changed, and their hands must be washed

Parent Communications during COVID

Policy

Atlas Immersion Academy places huge importance on the school family and on school-parent communications. Unfortunately, as we are not allowing visitors inside the school facility, this can lead to a strain in communications. Atlas is dedicated to providing families with as much information as possible to continue to build our community in the midst of socially distancing. In addition to daily contact from teachers through our Brightwheel application, teachers will send weekly updates, administrators will send one newsletter per month, host one Zoom “coffee chat” with the parents, and make themselves available for other one-on-one meetings with parents as needed. Our owner will send regular updates regarding COVID and other changes at the school via Mailchimp newsletters.

Procedures

- Administrators will write a newsletter with updates on the school by the end of the first week of the month.
- Administrators will host a minimum of one Zoom meeting per month, inviting all parents to join.
- Administrators will oversee that the teachers are regularly responding to Brightwheel messages as well as writing a weekly email on Monday or the Friday before the week.
- The owner and director of operations will write a minimum of one newsletter per month with COVID updates and other changes happening at the school.

Change of Classroom

Policy

In order to reduce the spread of germs at the school, Atlas will keep children in their stable classrooms with consistent teachers/assistants without combining classrooms. We recognize, however, that there is sometimes a need to move teachers, children or classrooms. Some of these reasons include but are not limited to: a teacher illness (to maintain ratios), a child is developmentally ready to change classrooms, or the closure of a classroom (due to lack of enrollment or other reason).

Procedure

- Before changing a child's classroom, the administrator will speak with the child's teacher to discuss whether the change will be developmentally appropriate
- Once deemed appropriate, the teacher and administrator will discuss the possibility of the classroom change with the parent of the child
- An initial Zoom meeting should be set up introducing the new teacher (and assistant when applicable) to the parent of the child.
- The initial teacher of the child will write an informational document for the new teacher to help ease the transition,
- When all of these steps have been completed, the child can switch classes.

Teacher breaks, breakers, and floaters at Atlas

Policy

Teachers at all campuses will need to take their lunch break in addition to two 10-minute breaks throughout the day. In order to maintain proper child to student ratios, a breaker or floater will need to replace the teachers during that time. Atlas will do their best to have one breaker per classroom, but during situations that this is not possible, Atlas will take all necessary precautions to prevent the cross contamination of germs between groups of children.

Procedure

- There will be one floater to replace staff members during their break.
- We a long-sleeved lab coat will be hanging on the outside of each classroom door
- The floater will put on the labcoat before entering the classroom.
- The floater will wash their hands with soap and warm water for at least 20 seconds before entering the classroom.
- The floater will change their mask between classrooms.
- The classrooms will be separated with a four-foot-tall wall, and the teachers in the different classes will practice social distancing with each other.
- While in the break room, office, or other communal areas for staff members, staff members will practice social distancing to the best of our abilities and wear masks at all times except for while eating.

Visitor on Site

Policy

In order to reduce the number of germs introduced into our school community and to provide more simple contact tracing, Atlas will be reducing the number of persons entering the building during this pandemic. All adults and children (kindergarten and up) will be required to wear a face mask while on the premises. To the best extent possible, there will be no visitors permitted outside of the Atlas community. Any contractors or repairmen will be scheduled after school hours when possible, and they will be required to wear masks while on site. If they cannot be scheduled outside of school hours, children will be removed from their proximity and taken to another room or outside.

Procedure

- Upon arrival at the school, an administrator or “health checker” will come to meet the visitor outside of the building.
- The visitor will answer a series of questions regarding their health, and the administrator will take their temperature (while wearing a covering over their regular clothes such as a jacket, vest, or another long sleeve shirt)
- If the visitor has a temperature of 100.4 or higher, they will not be allowed to enter the building
- The administrator will note either “pass” or “fail” on the health check form.
- The visitor will go directly to the bathroom and wash their hands for a minimum of 20 seconds
- The visitor will sign-in on the school’s “visitor log”, and will put on a name tag identifying them as a visitor.
- If the visitor must go into the classroom (for repairs), the children in that classroom will be taken outside until the visitor has completed the task.
- The administrator will disinfect the room before the children return to the classroom.

Change of clothing between classes

Policy

During health checks and staff breaks, there is the possibility of cross-contaminating germs that have spread through bodily fluids on clothing. In order to prevent this as much as possible, staff will be required to wear different shirts while in different classrooms or a covering (such as a jacket, sweater, etc) while taking health checks.

Procedure

- Health Checks:
 - An apron will be provided at the front of the school for the teacher to wear while conducting health checks.
 - If the health checker comes in contact with a sick child (coughing, shortness of breath, fever, rash, vomiting, diarrhea), the apron will be washed immediately.
 - The health checker will then use a different apron or lab coat to finish the health checks
- HAW Breaker classroom change:
 - There will be two white long sleeved lab coats hung up outside of the two classrooms at Les Petits.
 - Before entering the classroom, the teacher will put on the lab coat, buttoning it up to make sure that their clothing is completely covered.
 - When leaving the classroom, the teacher will hang the labcoat on the hook, move to the other classroom, and put on the second lab coat.

Infant feeding

Policy

We have purchased large burp clothes to keep in the infant classroom. Before giving an infant their bottle, the teachers will tie their hair back (if not already so), and place a burp cloth over their chest/shoulder/arm. After the infant finishes the bottle, the teacher will put the cloth in the dirty laundry. Burp clothes will be one time use and washed at the end of the day.

Procedure

- While warming a bottle, the teacher should grab a burp cloth from the bin, drape it over their shoulder, tie back their hair (if applicable).
- After the child finishes their bottle, the teacher will put the burp cloth in the dirty hamper.
- Each child should use a different cloth, and the clothes are single use only.
- Clothes will be washed in the washing machine at the end of each day.

Naptime

Policy

Everyday after lunchtime, students have nap/quiet time. All children will lay down to rest. Children are not necessarily required to sleep during this time, but they must stay on their cots. Atlas will make sure to keep the cots spread out appropriately and take other measures to comply with social distancing recommendations by the state.

Procedure

- When laying out the beds, teachers will leave three feet of space between each one.
- If the room does not allow for this amount of space, furniture will be moved to separate the children and block germs from one child to another
- Children will be placed head to toe while sleeping to avoid transmitting germs while napping

Field Trip

Policy

In order to follow the CDC's guidelines for social distancing and to prevent the potential spread of COVID to our students and community, Atlas will eliminate field trips until there is an effective and widespread vaccine available for our community members. Classes will be allowed to take walks to local parks, but they must remain outside at all times.

Procedure

- The teachers will have the children line up in a single file line, using hand holds or ring ropes as appropriate for different age groups
- The children will walk with the teacher directly to the park
- The children will be encouraged not to touch anything during the walk (bike racks, fences, etc)
- After returning from the park, children will immediately wash their hands with soap and water for at least 20 seconds each.

Cleaning and sanitizing of toys

Policy

Often while playing with toys or participating in activities, young children will transfer germs unknowingly by putting the toys in their mouth, putting their hands in their mouth then play with toys, sneezing or coughing without covering their mouths. This causes a greater risk for spreading illnesses throughout the classroom. The Atlas staff will take extra precaution through close observation and frequent cleaning to reduce the spread of germs in the class.

Procedure

- Teachers will clean and sanitize toys between each use using the spray bottles kept in each room (out of reach of children).
- The toys will be washed in the dishwasher daily, either in the dishwasher or in plastic buckets with hot water and soap.
- When a child puts a toy in their mouth, the teacher will remove it immediately from the play space.
- We will no longer use sensory tables, but instead, provide each child with their own individual large Tupperware. This Tupperware will have a lid and a label with the child's name on it. This will allow children to continue to develop their sensory skills without sharing germs.

Enrolled child with susceptibility to disease

Policy

Atlas strives to provide an inclusive environment for all of their community members. During COVID, there is a heightened risk for children with susceptibility to disease or pre-existing conditions. Given this information, Atlas will be working closely with parents of children with susceptibility to disease as well as their teachers to have a plan in place in case of an emergency illness.

Procedure

- Inform parents that any enrolled child with particular health needs should contact the administration.
- The administrator will send the family the Early Learning Division's "Shared Plan of Care" document (414-350-0060(2)(b)- Certified Family)
- Parents will fill this form out thoroughly and send it back to the administrator.
- The administrator will set up a Zoom meeting with the parents and the teacher of the child's classroom to discuss the details and confirm that everyone is aware of how to care for the child in case of an emergency.
- If a child enrolled in the pre-k or school age program, they will not be required to wear their face mask (with note from their health care provider)

Continuing Education for Staff Members during COVID

Policy

Continuing education for our staff members is of the utmost importance to the Atlas. Even though training and professional development classes are unavailable in-person, Atlas will continue to support our teachers and accomplish the guidelines set forth by the Office of Child Care for all staff members to have a complete and updated safety set as well as 20 hours of additional training per year.

Procedure

- Atlas Administration will keep track of teacher training and safety sets in a “staff training” binder to be kept in the office.
- This binder will be updated a minimum of once per month.
- CPR classes will be taken online, scheduled and paid for by the Atlas administration.
 - Once a vaccine is made available, all staff who have taken online classes must retake the class in person
- All other safety set classes will be taken online
- The administration will continue to utilize the subscription to Child Care Educational Institute (<https://www.cceifame.com/login.cfm>) so that teachers can access professional development training for free online.
- The administration will regularly suggest classes from other free online sites as needed.

Community members traveling by plane

Policy

The current guidelines from the state of Oregon recommend that we avoid travel if at all possible. The governor has asked for a two week quarantine for any families travelling outside of Oregon, and Atlas will adhere to those guidelines. All families or staff members travelling by plane will be required to quarantine for 14 days which begins once they have arrived home (Oregon). This quarantine will be required whether or not the family has received a negative COVID test result.

Procedure

- Community members will be notified of the quarantine requirements via Mailchimp email (sent Nov 17, 2020)
- Families will be reminded of the quarantine regularly via Brightwheel messages, email, or Mailchimp newsletters.
- Once the community members have completed 14 full days of quarantine without any symptoms, they can return to care.
- If the community members develop COVID symptoms during the quarantine, they will be required to either
 - Receive a negative COVID test result
 - Quarantine for an additional 14 days
- After all symptoms have subsided for 24 hours (after completion of the above tasks), the community member may return to Atlas

Community members traveling by car

Policy

Although Atlas supports the stay home orders put in place by the governor and recommends that all families refrain from travelling at this time, we recognize that many community members have reasons that they must travel. Atlas believes that there are ways for families to properly socially distance while driving to another state (or while travelling throughout Oregon). Families travelling by car will not be required to quarantine unless the family is travelling to a state with more than 70.7 cases per 100k.

Procedure

- Those families traveling by car will not need to quarantine unless they are traveling to a state with a high number of Covid-19 cases.
- We will follow the COVID Data Tracker provided by the CDC and consider a high-risk area as one with above 70.7 cases per 100k in the last seven days (two darkest colors).
- You may drive through those states as long as you make an effort to rarely stop and to be as safe as possible.
- Parents are informed of this information through an email newsletter on November 17, 2020, and they will be updated regularly through Brightwheel and our newsletters

Positive COVID case at the school

Policy

Atlas is taking all necessary steps and following closely to the recommendations of the CDC and the Early learning division. Given the highly contagious nature of the virus, we understand there may be positive cases in our community despite our precautions. If a positive case develops, Atlas will follow all necessary measures to stop the virus from spreading to other community members

Procedure

- Once notified of a positive case, the administrator will immediately close the classrooms, informing parents of the children in that room by phone. The students who have come in contact with the child will need to stay home and quarantine for 14 days from the date of contact.
- Once all the children in the classroom have left, the teachers of the classroom will be sent home and will need to quarantine for 14 days from last contact.
- Any other staff members (floaters, breakers, cooks, administrators) who were in contact with the child for more than 15 minutes will be sent home. They will be required to quarantine for 14 days before returning to the school.
- During this time, the administrators will call all families at Atlas to inform them of the positive case and answer any questions that the families may have.
- The school will close for a deep cleaning.
- Staff members and families will be encouraged to seek a COVID test before returning to school property.

Presumptive COVID case at the school

Policy

The Early Learning Division defines a presumptive case as a person who was exposed to someone with COVID-19 and has had symptoms in the past 10 days.

Procedure

- Once the school has been informed of a presumptive case of COVID, the administrator will inform the family that the child must remain at home until they receive a negative COVID test
- The administrator will then call the families of the children in the same class as the presumptive case to inform them of the situation
- The administrator will then call all other families in the school to let them know of the presumptive case
- The classroom will be deep cleaned, but will not need to close to students
- Once the child receives a negative test result, they can return to care (24 hours after symptoms have subsided)
- If the test result is positive, follow “positive covid case at the school”
- The same procedure will apply for staff members

Child sick with coughing, shortness of breath or fever

Policy

Although people may notice many different symptoms with COVID (or no symptoms at all), coughing, shortness of breath, and fever are the most common. Given the contagious nature of this virus, all children and staff will be immediately separated once these symptoms develop and sent home to avoid a potential outbreak at Atlas.

Procedure

- If a child exhibits these symptoms while at school:
- The child will be separated from the classroom and placed under the care of an administrator or an available staff member
- The staff member will do their best to remain six feet from the child while still providing care to the best extent possible
- The administrator will call the parent or guardian, who will be required to pick up their child within 45 minutes
- Parents will be required to either take their child to get a COVID test OR quarantine out of care for 10 days.
- If the child's test is negative, they will need to remain out of the child care facility until 24 hours after being free from all symptoms OR until they receive a note from their primary care physician stating it is safe for the child to return to care.
- If the child's test is positive, please follow policy "If a positive case at school"
- This policy applies to all staff members in addition to children.

Child sick with vomiting, diarrhea, or rash

Policy

While on the Emergency Child Care license, Atlas will continue to follow the rules and regulation set forth by the Office of Child Care (pre-COVID). These rules include other illnesses that are not particularly related to the specific virus.

Procedure

- If a child exhibits these symptoms while at school:
- The child will be separated from the classroom and placed under the care of an administrator or an available staff member
- The staff member will do their best to remain six feet from the child while still providing care to the best extent possible
- The administrator will call the parent or guardian, who will be required to pick up their child within 45 minutes
- The child will need to remain out of the child care facility until 24 hours after being free from all symptoms OR until they receive a note from their primary care physician stating it is safe for the child to return to care
- This policy applies to all staff members in addition to children.