

MBCC Journey Policy and Procedural Handbook COVID-19

The policies and procedures addressed in this handbook are subject to change. MBCC Journey is following guidelines implemented by the CDC and the Jefferson County Department of Health. MBCC Journey will provide updates as new information becomes available.

Drop-off/Pick-up Procedures:

- Temperatures will be taken by a member of the administration team outside of the building upon drop-off. Parents are not permitted behind the glass doors.
- One member of the administration staff will unload a child while the other will provide hand sanitizer containing at least 60% alcohol for the child, take their temperature, and scan their bag before the child is permitted to enter the building.
- **Parents and anyone over the age of 6 will need to be wearing a mask throughout the carpool.**
- Children who have a temperature of 100 will not be allowed to enter the building.
- If a child presents with a temperature of 100 during any point in the day, parents will be notified, the student will be asked to leave his/her class and will be isolated until pickup time. The child will be allowed to sit on their mat and have their personal blanket.
 - At the time of pickup, the parent will be advised of temperature and symptoms.
 - Students will need to be picked within 30 minutes of notification. Parents will be charged \$1.00 per minute after 30 minutes until the child is picked up.
 - After pickup of a child with a fever and exhibiting COVID-19 symptoms, a staff member will properly disinfect and sanitize the area.
- **Afternoon carpool procedures:** Parents will be asked to park and walk to the door to get their children. Decreasing exposure of students in order to keep them safe is of the utmost importance. Students will remain in their classroom with their teacher until their name is called over the walkie. At that time, one of their teachers will walk them to the door and hand them directly to the parent.

Starting Upon Opening

- A member of the administration team will scan in and out all students at the front table outside of the building as well as take their temperature upon arrival. Children whose temperature is 100 or over will not be permitted to stay. Children will not be allowed to return until they have been fever free without medication for 72 hours and don't exhibit COVID-19 symptoms **OR** a written note from their doctor. Administration reserves the right to send students home who have had a

fever in the last week and are continuing to show signs of COVID-19. At this point, a written note from the doctor will be needed to return.

- Journey's policy encourages and requires frequent handwashing; however, students and teachers will be increasing their hand washing throughout the day. Teachers will use this as an opportunity to make hand washing fun and get students excited about handwashing.
- As soon as students or staff members enter the room they will be asked to wash their hands or use hand sanitizer.
- Temperatures will also be taken at lunchtime and parents will be notified and the child isolated if their child presents with a fever of over 100.
 - Students will need to be picked up within 30 minutes of notification and cannot return until they have been fever free without medication for 72 hours and don't exhibit COVID-19 symptoms **OR** a written note from their doctor. Administration reserves the right to send students home who have had a fever in the last week and are continuing to show signs of COVID-19. At this point, a written note from the doctor will be needed to return.
 - We ask that only one parent per family drop off and pickup. All family members, adult and children, will be scanned with a forehead thermometer upon arrival and dismissal. If a caregiver has a temperature of 100.4 or higher at drop off, the child's temperature will be checked more frequently throughout the day to ensure he/she is not running a fever.
- Children reading a temperature of 99 will be scanned again every 30 minutes to ensure the temperature does not increase. The same procedure applies to teachers.
- When a child or teacher tests positive for COVID-19, an email will be sent to all parents and staff to inform them that there was a positive case. That child and any member of the same household at Journey will be expected to follow CDC/Health Department quarantine guidelines for 14 days from the day of the positive result. The child and/or teacher may return to Journey only after a 14 day quarantine and written note from a doctor. When a student tests positive for COVID-19, no siblings of this student will be allowed to attend Journey until the completion of the 14 day quarantine. The JCDH has established guidelines that should a staff member or child test positive for COVID-19, the entire class will quarantine for 14 days before returning to Journey.

Cleaning/Disinfecting Procedures:

- Teachers already maintain clean and sanitized classrooms with thorough cleaning and disinfecting every day. New procedures require teachers to do a wipe down and cleaning of all surfaces and areas that are heavily used including door knobs, light switches, and tables regularly throughout the day. No sensory tables will be used until further notice.
- Management will be applying this same cleaning technique to the front lobby, front desk, kitchen, and public restroom.
- The Journey staff will work diligently to clean and sanitize toys throughout the day. A labeled bin will be placed in each classroom for toys that have been put in student's mouths and the dirty toys will be cleaned throughout the day by a

staff member wearing gloves and a mask. All toys which are placed in a child's mouth should be immediately sanitized. All toys which are placed in a child's mouth should be immediately placed in the bin to be sanitized.

- Journey will use disinfectants approved by the CDC to use against COVID-19 and that are safe for children.
- According to the CDC, "Children's books... are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures"; however, at the end of the day, books and other paper products will be sprayed with a CDC approved disinfectant.
- Toys will not be shared between classrooms.
- Nap mats will be labeled and stored without touching other mats. The nap mats will go home weekly to be cleaned as recommended by the CDC.
- Staff will be asked to disinfect their rooms before they leave each day.

Staff Procedures:

- All employees will have their temperature taken upon arrival and will immediately notify management if they start to experience any of the symptoms of COVID-19
 - If an employee has a temperature (anything over 100) they cannot return until they have been fever free without medication for 72 hours and don't exhibit COVID-19 symptoms **OR** a written note from their doctor.
- If an employee tests positive for COVID-19 they will not be allowed to return until they have completed CDC/Health Department quarantine guidelines for 14 days from the day of the positive result. .
- Staff who travel to a known COVID-19 outbreak area and are not required to quarantine will have to have their temperature taken by management two to three times every day to verify that they have not been exposed. Any sign of fever or COVID-19 symptoms will be an indication of possible exposure and staff will have to go into quarantine for the required timeframe as set by the CDC or until a negative result is given by a physician. Written confirmation will be required.
- All employees who have come in close contact with a person infected with COVID-19 will need to contact administration immediately. At this point, the administration will receive guidance from a medical advisory team on whether or not that employee will need to quarantine.

After a confirmed case or confirmed exposure:

- If any family member of a student is confirmed positive, that student will also be expected to remain in quarantine for 14 days and will need to be cleared by a physician before returning to school. Written confirmation will be required.
- If any child or staff member is infected we will notify the parents immediately. Upon notice of a positive case, we will immediately notify our cleaning service to come and sanitize all classrooms and areas. That classroom will be thoroughly cleaned including all surfaces and toys.

- Any child or teacher who tests positive will be allowed to return to work only after completing the 14 day quarantine and is exhibiting no fever or symptoms of COVID-19.

At this time, all adults are required to wear a mask while at Journey and are expected to social distance from other adults.

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