

Overfield COVID-19 Operation Plan

September 4, 2020

As a state licensed school for young children, there are many rules that we must follow to operate safely, and these guidelines have served to shape our plans for the upcoming year. We are committed to updating you as frequently as needed as conditions change or as regulations come in from the Ohio Department of Job and Family Services (ODJFS), the Ohio Department of Education (ODE), the Ohio Department of Health, or Miami County Public Health.

Reopening Plan

- We are planning on being in school, in person, 5 days a week.
- We will be offering before and after care, but will no longer be offering drop-in care
- Effective August 9th, 2020, Ohio child care ratios and class sizes returned to pre-pandemic rules with the strong recommendation that class size not exceed the number of children that can safely social distance in the classroom.
 - The classroom structure at Overfield will follow this JFS strong recommendation, by dividing our classrooms into smaller groups, which we are referring to as “pods.” Each pod will be with one primary teacher, but will also spend time with additional teachers as needed while their primary teacher plans, takes a break, or takes care of other necessary tasks away from children. These support teachers may be rotated on a monthly basis. This will allow us to abide by the strong recommendations that are in place to keep children, teachers, and families safe by limiting contact, but will also allow us to maintain collaboration in teaching, and give children a broader range of learning by interacting with adults with diverse areas of expertise and differing teaching styles. The pods are being constructed to have as little transition and crossover as possible, i.e. by grouping children together who all go to after care, creating pods of children who all stay all day, placing siblings in pods with children who have siblings in other classes, etc. Children within these pods will not be required to physically distance themselves from others in their pod.
- We plan to operate in this fashion as long as Miami County is at a Level Two or Level Three according to the [Ohio Public Health Advisory System](#). In the event that we enter a Level Four situation, we will likely be closed, since this Level mandates a stay at home protocol for our county. If there is a verified case of COVID-19 at Overfield, the affected pod(s) will be asked to quarantine or isolate following protocols as mandated by Miami County Public Health.
- We will be creative in our plans to abide by these safety rules while also preserving as many features as possible that make Overfield the unique and close-knit community that it is. Some of the strategies we may employ include:

- creating accordingly sized classrooms for these smaller groups of children by using room dividers
- toggling schedules to negotiate the use of bigger classroom spaces and common space usage such as the Gathering Place--with sanitation procedures in between
- taking advantage of our expansive campus to provide as much learning in the outdoor environment as weather and other conditions permit.

There are multiple procedural elements that may need to be altered this year. Listed below are some of the processes, policies, and protocols that we have already decided upon based on regulations from state and local officials, and after deep consideration of the feedback from teachers and parents. We thank you in advance for being flexible this year, as plans may change based on new information or guidance. We will always keep you informed of any major changes to any of these policies or procedures.

Updated Enrollment/Tuition Policy

- Tuition shall be due in full in August 2020 or in 10 monthly installments due each month August 2020 to May 2021.
- In the event of a mandated school building closure due to COVID-19:
 - Up to 4 weeks - No change to tuition obligation
 - After 4 weeks(cumulative) - families will have the following options:
 - Withdrawal from Overfield. No withdrawal penalty.
 - If you wish to re-enroll later in the year, an additional registration fee will apply.
 - Opt into elearning to be paid at a discounted tuition rate
 - Toddler Programming: \$50/month
 - Preschool Programming (South and North Side): \$100/month
 - Primary Programming (Kindergarten through Third Grade): 50% of original contracted tuition/month.

Online Learning

We will make every effort to provide in-person learning to children this year. We all know that this is the best way for children to learn, and that there are concerns with screen time, appropriateness for different age levels, and inequity of access--among other things--when instruction moves online. That being said, if we are mandated to suspend in-person learning, we will provide an online learning option. We are working proactively to make this online learning as robust as possible. Parents will have the decision to opt out of this offering, as stated in the section above.

Face Coverings Policy

- Cloth face coverings or masks are required for all adults, unless not medically appropriate, while indoors. This includes teachers, administration, part-time staff and all visitors.
- Face shields may not be used as a substitute for face coverings or masks.
- Cloth face coverings or masks are required for children in Kindergarten through Third Grade.
 - In accordance with the recommendations of the Ohio children's hospital association which is consistent with the Ohio chapter, American academy of pediatrics (Ohio AAP) and United States centers for disease control and prevention (CDC) [guidelines](#) all school-age children (any child who is enrolled in and attending a grade of kindergarten or above but is less than fifteen years old or, in the case of a child who is receiving special needs child care, is less than eighteen years old) shall wear a cloth face covering or mask while indoors and outdoors when unable to maintain six feet of distance, unless not medically or developmentally appropriate. Cloth face coverings or masks must cover the child's nose and mouth. Per guidance from the CDC, no child two years old and under shall wear a face covering.
 - **We will support families of pre-school children older than two, as best as we are able, if they wish their child to wear a cloth face covering or mask indoors.**
- **We are also requiring that parents/caregivers wear cloth face coverings or masks and/or maintain social distancing when picking up and dropping off their children at school.**

Of course, we will be required to follow any edicts issued by county or state authorities and as such, this policy is subject to change.

Daily Self-Monitoring for Children and Staff

Students and staff must have their temperature checked daily upon arriving at school, and everyone's health should be monitored at home on a daily basis before coming into the school setting.

Student and Staff Illnesses

- Overall daily absences will be monitored by the school for COVID-19 impact.
- Any child or staff member with a fever over 100F must stay home.
- Any student or staff member that has the following symptoms of COVID-19 should stay home from school and should be assessed for COVID-19:
 - Any of the following symptoms: cough, shortness of breath or difficulty breathing,OR
 - Two of the following symptoms: fever, chills, rigors (shakes), myalgia (muscle ache), headache, sore throat, new loss of taste or smell, GI issues (nausea or vomiting or diarrhea),OR

- Any of the following symptoms: cough, shortness of breath, or difficulty breathing, fever, chills, rigors (shakes), myalgia (muscle aches), headache, sore throat, new loss of taste or smell, gastrointestinal issues (nausea and vomiting or diarrhea)

AND

- Epidemiological link to a case of COVID-19.
- Any child who exhibits symptoms of COVID-19 or has a fever over 100F while at school will be separated from other children, and will be monitored by a staff member wearing appropriate PPE in a designated space until transportation arrives and the child can leave campus.

Returning to School after Illness

- If a child or staff member is diagnosed through testing as having COVID-19, they must meet the following criteria to return to school:
 - Three (3) days with no fever (without using fever reducing medication)

AND

- Other symptoms improved

AND

- Ten (10) days since symptoms first appeared
- Children and staff that only have a fever and no other symptoms and have not had any contact with an individual that has COVID-19 may return to school after they are fever free for twenty-four (24) hours without using any fever reducing medications.
- Any other illnesses should be handled in the routine manner according to our school policy as outlined in the Parent Handbook.

Communications When a Child/Staff Member Tests Positive for COVID-19

- Communication will be developed in conjunction with ODJFS policy and Miami County Public Health.
- Information will be specific to the pods affected, and will be shared with staff as necessary and appropriate. Per our usual protocol, specific student names will not be shared.
- A quarantine from school will be required of any child or staff member who tests positive for COVID-19 and anyone who is determined to have “exposure” as determined by Miami County Public Health or the Ohio Department of Health.

Handwashing and Sanitizing to Prevent Spread of COVID-19 and other Communicable Diseases

- We already have rigorous procedures in place to stop the spread of communicable diseases, but will also be taking further steps to stop the spread of COVID-19. These include, but are not limited to:

- Children and staff will be required to wash their hands for at least twenty (20) seconds: upon entering and leaving the program; when hands are dirty; when coming inside after outdoor play; before and after eating; and after using the restroom.
- To supplement handwashing, we will provide hand sanitizer (60% to 95% alcohol based) at entrances to buildings and in K-3 classrooms, and will instruct students and staff to use the sanitizer when appropriate.
- Students and staff should avoid touching their mouths, noses, and eyes since the virus easily enters the body through these membranes.
- We will frequently clean surfaces, materials, and toys in classrooms, paying close attention to frequently touched areas and shared materials.
 - This will involve using cleaners and disinfectants that are rated as effective against COVID-19, with attention paid to using the most natural, gentle cleaners in this category.
 - Additionally, we will be instituting a weekly deep cleaning for all spaces.
- We may ask for parents to provide some materials that will be for the personal use of their child.

Other Safety Measures and Procedural Changes

- Parents will be asked to drop off and pick up at their child's specified entrance to school rather than coming into the building. We will be instituting contactless sign in for before/after care.
- As stated above, **there will no longer be drop-in care available for Before/After Care**, since we need to plan extensively and carefully to maintain ratios and limit intermixing of groups.
- We will continue to offer snacks to all children, but will gladly accommodate any parent who prefers to pack their child an individual snack. As usual, we require that parents pack their child's lunch from home. We also ask that parents send a water bottle in with their child, as we will not be using communal drinking fountains.
- To limit building capacity and reduce COVID-19 exposure, we will be limiting visitor access to the school at this time. We ask that parents attempt to interact with school personnel online or over the phone rather than asking to enter the school building whenever possible. Any visitors who are permitted entry will be asked to follow protocols such as temperature and health screening questions before entry, and will be required to wear a face covering.

We thank you for being flexible and patient under these ever-changing circumstances. As always, don't hesitate to reach out to our Leadership Team: Program Lead, Beth Poronsky (bporonsky@overfield.org); or Financial Lead, Erin Johnston (ejohnston@overfield.org) with any questions or concerns you may have.