



# New Morning Nursery School

## COVID-19 Policies

New Morning Nursery School (NMNS) is committed to safeguarding our students, staff, and families. The information below provides guidance on enhanced policies and practices to promote the health and safety of the NMNS community. These policies are in addition to the standard NMNS policies, and are subject to change in keeping with federal, state and local guidance and requirements.

### **Drop-Off/Pickup**

- Drop-off and pickup will occur outside on Gilmore Street. Only staff and students are allowed to enter the building.
  - Anytime caregivers come to NMNS, they should park/approach on Gilmore St. as Wingra School is directing families to use Western Ave to promote more distancing.
- Each classroom will have a designated drop-off and pickup window and location. It is important that you are on time to drop off and pick up your child. If you miss your window, please call the office to make arrangements for a staff member to meet your child.
  - Your designated drop-off and pickup window and location is determined based on your enrollment at NMNS. Please refer to your schedule as communicated by the NMNS Director.
- When possible, only one caregiver per family should be in charge of drop-off and pickup. Any siblings that accompany the caregiver must follow social distancing guidelines and those 2 years old and above must wear a face covering on school grounds.
- Caregivers are responsible for self-screening students for symptoms, including temperature, prior to arrival. You will be asked to verbally verify that the child does not have/has not had any current symptoms for COVID-19 in the past 24 hours. In addition, you will be asked to confirm that the child has not had prolonged exposure to anyone that has tested positive for COVID-19 in the past 24 hours. Students may be subject to a temperature check prior to being admitted to school.

Symptoms include:

- Fever of 100.4 F or above
- Chills
- Cough
- Shortness of breath or difficulty breathing

- Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- Any student or staff member presenting with a fever of 100.4 or higher or two or more of the current symptoms for COVID-19 will be sent home and asked to remain home until he/she is fever-free and symptom free (without using medication to reduce temperature or reduce symptoms) for 24 hours.
  - Caregivers are asked **not** to give medication to lower a child's temperature or reduce symptoms in an attempt to bypass the screening protocol. Likewise, staff is asked **not** to take medication to lower a temperature or reduce symptoms in an attempt to bypass the screening protocol.
  - After the health questions are complete, a staff member will take each child to his/her classroom or the playground to start the school day.
  - Pick-up will occur outside, and caregivers will not be allowed to enter the building. If a child is missing an item, a staff member can assist in retrieving it.

### **Cleaning Procedures**

NMNS will be following the [guidelines recommended by the CDC](#) for cleaning and disinfecting our facility, both indoor and outdoor.

*Cleaning* is physically removing the dirt, debris, and sticky film by washing, wiping, and rinsing.

*Disinfecting* kills nearly all germs on a hard, non-porous surface when applied correctly. Prior to disinfecting, cleaning must be completed. Note: Disinfecting is different than sanitizing. Sanitizing reduces the number of germs through a cleaning process while disinfecting uses chemicals to kill germs.

#### Cleaning Procedures

The NMNS director will ensure all employees understand and follow the facility cleaning and hygiene procedures. NMNS will:

- Explain to all employees the cleaning protocols and frequency of cleaning in **all** common areas.
- Explain to all employees the proper use of cleaning supplies and safety concerns of products used.
- Explain to all employees how to clean and disinfect after persons suspected/confirmed to have COVID-19 have been in the facility.
- Provide a cleaning schedule, procedures, and chemical safety concerns specific for this facility to all employees.
- Disinfect high-touch surfaces (door handles, railings, door knobs, light switches, tables, chairs, lockers, faucets, and toilets) multiple times a day.

- Disinfect classrooms, playground equipment, and educational supplies touched by children between different groups of students.
- Disinfect bathrooms between classroom group use.
- Remove toys from play that are put in mouths or coughed or sneezed on and disinfect them (this is part of our regular cleaning policy).
- Remove toys and educational materials from the classroom that are not easily cleaned, sanitized, or disinfected

#### Cleaning Supplies

NMNS is responsible for explaining to all employees the proper use of cleaning supplies and safety concerns of products used.

- Only [EPA approved disinfectants](#) effective against COVID-19 will be used for cleaning.
- The director and staff will ensure sinks in restrooms and classrooms are always stocked with soap and single-use towels.
- Where appropriate, hand sanitizer will be available for use throughout the facility.
- Where possible, sanitizing wipes will be available to employees for wiping baskets, door handles, and other frequently touched areas.

### **COVID-19 Exposure, Symptoms, and Positive Tests**

#### ***Children, staff, or households of children with COVID-19 or symptoms***

- If anyone in the household has cold symptoms (runny nose, congestion, sore throat, cough, sneezing, fever), the child should not be sent to school. Household members must be symptom free for 24 hours without the use of medications before a child can return to school.
- If a child or staff member exhibits symptoms of COVID-19 or develops a fever of 100.4 or more while at school, we will:
  - Immediately separate the person from others until the individual displaying symptoms can leave the building. Children will have adult supervision when removed from the classroom. Caregivers will be notified and will be required to pick up their child immediately. Children or staff will not be allowed to return to school until they are symptom or fever free for 24 hours without the use of medications.
  - Advise the child's family or staff member to get tested for COVID-19, to quarantine at home until tests results are known, and to notify the school of the test result.
  - If the test is negative, the child or staff member may return after symptoms have improved and he/she has been fever-free and symptom-free (without the use of fever- or symptom-lowering medication) for 24 hours without the use of medications.
  - If the child or staff member tests positive for COVID-19, we will notify the appropriate local public health authorities and parents as soon as possible and follow guidelines provided by the local public health authorities.
  - If the child or staff member is not tested, he/she may return only after being fever free for 24 hours and the initial symptoms (cough, shortness of breath, etc.) have improved without the use of medications.

- If a student or staff member becomes ill outside of school and tests positive for COVID-19, we will notify the appropriate local public health authorities and parents as soon as possible.
- We will notify families of any potential positive exposure as directed by local public health authorities.

#### ***Return to school after confirmed COVID-19 test***

- In accordance with Public Health Madison Dane County, if a child or staff member is diagnosed with COVID-19, he/she must remain out of the school **for a minimum of 10 days after the onset of first symptoms**. He/she may return **only after** they have been fever free for 24 hours and the other symptoms (cough, shortness of breath, loss of smell, etc.) have improved without the use of medications.
- People with a positive test are not required to obtain a negative test result to return.

#### ***Quarantine for close contact with someone with COVID-19***

- If an individual believes he/she had close contact with someone with COVID-19 but is not currently sick, he/she should quarantine at home and monitor his/her health for fever and symptoms of COVID-19 for 14 days from the last day he/she was in close contact with the sick person, or
- Be tested for COVID-19 and receive a negative test result while also being symptom free.

#### ***Multiple positive cases of COVID-19 in children or staff***

In addition to following any instructions received from the local public health authorities, if there are multiple cases of COVID-19 among children or staff within a short time period, the school will consider either a short-term (less than one week) or long-term (two weeks or more) closure to allow for sufficient cleaning and disinfection of the building.

#### **Preventative Measures**

- Maximum class size will be limited to 15 students in Oak classes, 10 students in Birch classes, and six students in Willow classes, until further notice.
- In accordance with the guidance from Public Health Madison Dane County, staff will wear face coverings when in the building. All children in the Oak Room will be required to wear a face covering when in the building. Children in the Willow and Birch rooms are strongly encouraged to wear a face covering if they can do so safely and independently. Staff will be provided with face shields and will use smocks or changes of clothes as needed.
- Children will be encouraged to maintain social distancing.
- When in the classroom, the windows will be open, weather permitting, to increase airflow. The HVAC units in the classrooms are programmed to provide fresh air exchange daily; the amount of fresh air will be increased.
- In coordination with Wingra School, additional measures have been taken to improve building air filtration.
- Each classroom has installed running water for easier hand washing and cleaning access.

- Each child will bring his/her own backpack to school labeled with first name only on the outside for easy identification.
- Shared lockers will only be among children in the same class to minimize potential contamination.
- Classroom groups will not commingle in commons areas, including the hallway, bathroom, or playground. The gym will not be utilized.
- Children in Oak and Birch will have individual supplies that will be kept in their cubbies, so art materials are not shared. Teachers in the Willow classroom will limit the number of art supplies provided and clean them between classes.
- Each child will bring his/her own snack to school in a disposable container. These snacks will need to meet our allergy restrictions for tree nuts and peanuts.
- All children, families, and staff will be advised/reminded to avoid touching their eyes, nose, and mouth with their hands.

### **Travel Considerations**

While there are no local restrictions on travel, the Wisconsin Department of Health Services recommends if someone travels, that individual monitors symptoms for 14 days and stays home as much as possible but does not specifically recommend someone quarantines for 14 days at home. For the health and safety of the NMNS Community, please use your best judgement in traveling safely and take all appropriate precautions to reduce the risk of exposure.

### **Helpful Resources**

- Public Health Madison Dane County:  
<https://publichealthmdc.com/coronavirus>
- Public Health Madison Dane County Child Care Setting FAQ:  
<https://publichealthmdc.com/documents/Child%20Care%20Center%20FAQ.pdf>
- Wisconsin Department of Health Services:  
<https://www.dhs.wisconsin.gov/covid-19/index.htm>
- Wisconsin Department of Health Services Travel Considerations:  
<https://www.dhs.wisconsin.gov/covid-19/travel.htm>
- Wisconsin Department of Public Instruction:  
<https://dpi.wi.gov/sspw/2019-novel-coronavirus>
- Wisconsin Department of Children and Families:  
<https://dcf.wisconsin.gov/files/childcare/covid/pdf/dcf-order-19-covid-19.pdf>
- Centers for Disease Control and Prevention:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Last Updated: August 13, 2020