



**COVID-19
GUIDELINES,
PROTOCOLS
&
REGULATIONS**

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I. INTRODUCTION

Children should understand basic, age-appropriate information about coronavirus disease (COVID-19), including its symptoms, complications, how it is transmitted and how to prevent transmission. Stay informed about COVID-19 through reputable sources such as UNICEF, WHO and National Health Ministry advisories. Be aware of fake information/myths that may circulate by word-of-mouth or online.

Life during the COVID-19 pandemic is difficult for parents and children alike. The return to school is an important step in the design of the 'new normal'. Pembroke Academy has considered countless strategies to fit the daily functions of our center. This document contains the latest information on what to expect and how you can support your young student.

Schools should only be reopened when it is safe for students. Going back to school will likely look a little different from what you and your child were used to before. It's possible that schools may reopen for a period of time and then a decision may be made to close them again temporarily, depending on the local context. Because of the evolving situation, authorities will need to be flexible and ready to adapt to ensure the safety of every child.

Rest assured that Pembroke Academy is working diligently to ensure that detailed planning and logical protocols and procedures are in effect. New implementations will be enforced to help ensure the health and safety of our students, teachers and staff upon returning. As a result, our community can become more confident in sending their students back to school.

II. COVID-19 FACTS

What is COVID-19?

COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.

What are the symptoms of COVID-19?

COVID-19 affects different people in different ways. The symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.

Most common symptoms:

- Fever
- Dry Cough
- Tiredness
- Shortness of Breath

Less common symptoms:

- Aches and Pains
- Sore Throat
- Diarrhea
- Conjunctivitis
- Headache
- Loss of taste or smell
- A rash on skin, or discolouration of fingers or toes

Seek immediate medical attention if you have any of the above mentioned symptoms. Always call before visiting your doctor or health facility. Sick children & staff **MUST** remain at home.

How does COVID-19 spread?

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g.,

eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

COVID-19 in Children

Experts are still learning about COVID-19. There are far fewer cases of the virus reported in children. Most children contract the infection from someone they lived with or a family member. The virus seems to usually cause a milder infection in children than in adults or older people.

How can the spread of COVID-19 be slowed down or prevented?

Everyday preventative measures include:

- Staying home when sick.
- Covering mouth and nose with flexed elbow or tissue when coughing or sneezing.
- Dispose of used tissue immediately.
- Wash hands often with soap and water (20 secs) or use hand sanitizer with at least 60% alcohol (if soap & water is not available at that time).
- Cleaning frequently touched surfaces and objects.
- Maintain at least a 6 feet distance apart.
- Avoid touching your eyes, nose, or mouth.
- Keep track of people in your immediate environment.

Call your doctor if your child or someone in your family has a fever, cough, belly pain, vomiting, diarrhea, rash, dizziness, or are just not feeling well. Make sure your children have all their vaccinations, and keep the child home for a few days, as vaccinations can give a child a fever.

II. School Administrators, Teachers & Staff

Following basic principles can help keep students, teachers, and staff be safe at school and help stop the spread of this disease.

Protocols for a healthy school:

- Sick students, teachers and other staff members **MUST** stay at home!
- Increased hand washing with soap & water throughout the day for staff & students.

- Ensure soap and water are available at age-appropriate hand washing stations.
- Ensure adequate, clean and separate toilets or latrines for girls and boys.
- Regular hand sanitation with a minimum of 70% alcohol based.
Sanitizers will be placed at the entrances/exits, in each classroom and on the playground.
- Clean washing stations, sanitation stations and waste management facilities will be provided by the school that complies with the environmental cleaning and decontamination procedures.
- Professional deep cleaning of the center is scheduled every month (or as needed).
- Increased daily disinfection and cleaning of school surfaces (such as toys, learning tools, door knobs, cubbies, table tops, chairs etc).
- Post signs encouraging good hygiene practices & the new policies of the center.
- Increase airflow and ventilation in the classroom where climate allows. Windows will be opened more frequently.
- Students will have more outside play activities.
- Toys will be sanitized several times a day. Toys will not be shared. One/two specific personal toys will be given to a child to play with per day.
- Refrain from touching the door buzzer and door handles of the main entrance.

Ensure Safe School Operations

Pembroke Academy is working hand in hand with government and health officials to guarantee that our center remains safe, clean and healthy.

*****Until further notice, all extracurricular activities and social gatherings/events are temporarily discontinued.***

Social Distancing

Social distancing measures will be enforced (where possible):

- Face masks are required for all adults.
- Face shields are required for students ages 2 & 3yrs old.
- Group activities will be limited.
- Less pedestrian traffic will occur in the center.
- All meetings with teachers will be virtual or via conference call.
- Emergency meetings can only be arranged by an Administrator.

Emergency Plan: Sick Staff/Student while at school

If a staff member or student becomes ill at school:

- Sick students/staff will be immediately separated from those who are well.
- Staff members will be sent home immediately (If the teacher is not well).
- Sick child primary emergency contact will be notified.
- The local health authorities will be notified.
- The Ministry of Education Daycare Council will be notified.
- All parents will be contacted to collect their child immediately.
- Emergency COVID-19 cleaning protocols will take immediate effect.
- Classes will be discontinued until a full & thorough cleaning and investigation has taken place.
- The government will provide the “All Clear” to continue classes once investigation is complete.

****Please update your “Information Form” on file, so that all files are current.***

“No Sick Child Policy”

Pembroke Academy reserves the right to refuse entry of any sick child into the center. We urge you to keep your child home if they are sick, no matter the symptoms. Your child is also to remain at home if you are caring for sick family members.

Please avoid sending others to drop-off or pick-up your child from school. You are strongly advised to have your child go directly home after school, shower and change clothes immediately.

NO SICK CHILD WILL BE ALLOWED TO ENTER THE CENTER!

Travel

- If any member of your family is traveling out of the city by boat or plane please contact and advise the school.
- If a family member or friend has traveled and come into contact with you or your immediate household, please advise the school.
- If a Pembroke student must travel for any reason please advise the school prior to travel dates.

Plan for continuity of learning

In the case of absenteeism/sick leave or temporary school closures, supported home learning will continue as a measure to access Pembroke Academy quality education.

This can include:

- Use of online/e-learning strategies & resources.
- Assigning reading and exercises for home study.
- Use of zoom/conference calling to virtually participate in class activities.

****These methods will require parental assistance and collaboration with your child's teacher.***

III. Parent Role

Recognizing the symptoms of COVID-19

Do not take your child's sickness lightly. Address their sickness immediately and seek medical advice by first calling your child's physician or contacting a health facility/provider and then take your child in, if advised.

Remember that symptoms of COVID-19 such as cough or fever are very similar to those of the flu, or the common cold, which are a lot more common. **If your child is sick, allow them to remain home and notify the school of your child's absence and symptoms.** Request reading and assignments so that students can continue learning while at home. Explain to your child what is happening in simple words and reassure them that they are safe.

Communication with school

Parents must communicate often with their child's teacher regarding their child's health, academic progress, physical performance etc. Alert the school of any medical history, allergens or immune deficiencies your child may have.

Parents should communicate the following:

- Take your child for regular medical check-ups.
- Have the physician sign and produce a report stating that the child is in good health.
- Give a copy of this document to the school to be placed on the child's file.

DO NOT GIVE CHILDREN ANY MEDICATION BEFORE ARRIVING AT SCHOOL.

Important Practices: Teach your child good hand and respiratory hygiene practices for school and elsewhere, such as:

- frequent handwashing (see below)
- covering a cough or sneeze with a flexed elbow or tissue
- throwing dirty tissue into a closed trash bin
- not touching their eyes, mouth or nose
- Wearing a shield regularly

Parents are encouraged to use these steps as these are the hand washing methods the center will adhere to.

Washing hands properly:

Step 1: Wet hands with running water

Step 2: Apply enough soap to cover wet hands

Step 3: Scrub all surfaces of the hands – including backs of hands, palms, between fingers and under nails – for at least 20 seconds

Step 4: Rinse thoroughly with running water.

Step 5: Dry hands with a clean, dry cloth, single-use towel

Help children cope with the “New Normal”

Children may respond to the stress of the new normal in different ways. Some children may be more anxious and clingy or afraid to be left alone. Respond to children's reactions in a supportive way and reassure them that they are safe. Listen to their concerns and take time to comfort and give them affection. Keep regular routines and schedules as much as possible and explain to your child that we need to follow the rules to keep ourselves and others safe.

Parent Checklist:

- Monitor your child's health and keep them home from school if they are ill.
- Teach and model good hygiene practices for your children:

- ❑ Wash your hands with soap and water frequently. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 70% alcohol.
- ❑ Encourage your children to ask questions and express their feelings with you and their teachers.
- ❑ Communicate with Pembroke Academy regularly to advise the school on any changes, developments, or observations.
- ❑ Share videos of the child's progress.

IV. NEW IMPLEMENTATIONS

The “New Normal” presents many challenges for us all. As we navigate this uncharted course, our aim is to discover and implement the best methods and strategies to meet the needs of our staff, students and parents.

HERE'S WHAT'S NEW AT PEMBROKE:

- ❖ Reduced Class Sizes - According to MOE standards, the rule of measurement is 21sq.ft per child. Here is the maximum amount of children per class:
 - *Nursery up to 15 babies.-----Teacher to student ratio 1:4
 - *T1 -up to 10-----Teacher to student ratio 1:5
 - *T2 -up to 16 -----Teacher to student ratio 1:8
 - *T3 -up to 10-----Teacher to student ratio 1:10.
- ❖ Motion sensed hand sanitizing stations in every classroom.
- ❖ Temperature Check Points using Infrared thermometers.
- ❖ Limited Pedestrian Traffic - One parent at a time for drop off & pickup.
- ❖ Foot Markers for Social Distancing.
- ❖ Fee Drop Box.

GENERAL

NURSERY

- There will be a temperature check upon arrival. Should your child's temperature exceed 100.3 degrees, they will not be accepted into the nursery. *There is a strict NO SICK CHILD policy as mandated by the government.
- All staff must wear face shields at all times.
- All staff will be required to wear surgical gowns during bathing and feeding times. Changing tables will be cleaned and sanitized before and after use. Eg. diaper changing/bathing.
- Car seats and baby transit items are no longer permitted in the nursery.

- All bags must be plastic or waterproof for daily cleaning and sanitation purposes.
- Bottles must be prepared and sent daily. They will be refrigerated and warmed as needed. This will limit contact as much as possible. Bottles will be cleaned daily after use and returned in your child's bag.
- You will still be required to send a small container of powdered milk (if used) for storage in the event your child requires more bottles than those sent.
- Blankets and laundry items will be sent home every two days.
- There will be developmental programming throughout the day. One on one activities will be executed with older babies.

TODDLERS

- There will be a temperature check upon arrival. Should your child's temperature exceed 100.3 degrees, they will not be accepted into any Toddler classroom.
- All staff and students 2yrs and older are required to wear the age appropriate clear shields provided by the school. They can be purchased for \$10 at the front desk. The shields will be worn at school only.
- In addition to the curriculum, simple, age-appropriate Covid-19 lessons will be taught and practiced by our little ones every day, to get them accustomed to the new norm/Covid protocol. Example: Puppet Shows, Educational Charts/Flash Cards, Songs, Videos etc.
- During playtime, students will stagger use of common areas (indoor & outdoor).
- Backpacks and Snack bags will be wiped/sprayed at arrival/departure. **Plastic, waterproof OR hard - surfaced bags are encouraged during this time.**
- Caregivers will no longer prepare bottles at school. Bottles are to be prepared at home (3 bottles max). They will be refrigerated and cleaned after use, packaged and sent back home. Please label all bottles. ****This applies only to Toddlers 1 students.***
- Students are allowed to bring (2) age appropriate toys to school that they love and enjoy playing with. ****Stuffed toys/cloth toys are not allowed.*** DO NOT send toy guns, water guns, sharp toys, fine beads/fixtures or any part of a toy that can be removed and put in their mouths. Please label all toys. Educational toys, example: V-Tech/ LeapFrog toys are allowed, however, we will not be responsible for any damage caused. We will not be responsible for toys that require batteries. If a battery operated toy has no protective covering, it will not be allowed in the classroom. Toys will not be shared, but for your child's personal use. If a toy is not appropriate to play with, it will be sent back in your child's bag at the Teacher's discretion.

CLEANING AND DISINFECTING PROCEDURES

According to the CDC and the MOE, the following sanitation procedures will be implemented at our center to ensure that we are taking all necessary precautions to keep a COVID-free environment.

CLEANING:

- EPA regulated disinfectants will be used to clean surfaces regularly throughout the day after each activity or as the need arises (eg. desks, chairs, books, knobs, handles, mats, tables, playpens, high chairs, changing stations, light switches, countertops, phones, keyboards, toilets, potties, faucets, sinks, floors, garbage, etc.)
- Classrooms will be disinfected in the morning, before break, at the end of the day, or as needed.
- Microfiber cloths will be used to wipe all surfaces.
- Disinfectants concentration levels will be monitored and used carefully for infants and younger children.
- All stations such as hand sanitation stations and washing stations will be disinfected regularly throughout the day.
- Strong disinfectants and cleaning products will be used at the beginning and end of each day to clean the center while students are not present.
- Professional deep cleaning will be carried out monthly or more frequently if the need arises.
- Waste bins will be emptied and disinfected frequently and outfitted with a disposable plastic bag. **Gloves must be worn and hands thoroughly washed.*

DAILY ROUTINE

- **Hand Hygiene:**
 - Hands will be washed or sanitized before and after the following:
 - blowing one's nose, coughing, or sneezing
 - using the restroom
 - eating or preparing food
 - each activity
 - providing routine care for another person who needs assistance (e.g., a child)
 - Students will be required to wash their hands regularly with soap and water for a minimum of 20 seconds using the 5 step method: Wet, Lather, Scrub, Rinse and Dry.

- If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 70% alcohol will be used.
 - Students are encouraged to keep their hands away from their faces: touching their eyes, nose, or mouth.
- **Social Distancing Policies:**
It is very difficult to social distance preschoolers, however, we will enforce social distancing where possible and reduce the ways children come into close contact with each other.

NURSERY

- Babies will be allowed to play freely in their playpens.
- There will only be one child at a time on the playmat with one caregiver for one on one interaction and developmental activities.
- During feeding times, babies will be socially distanced. *Each high chair will be cleaned and sanitized before and after use.

TODDLERS

- Indoor playtime and activities will be individualized.
- Students/Teachers will not be allowed to cross over into another classroom or interact with other students to avoid cross contamination.
- Students will remain with the same teachers and group of students daily.
- Playtimes will be staggered and monitored closely by a teacher.
- Face shields must be worn throughout the day.
- Students will not be allowed to share toys or books, puzzles, legos etc.
- Each class will use their own bathroom and will not be shared by students in other classes.
- Students outdoor activities will be increased.
- Windows will be opened when possible and safe.
- During naptime, students will be spaced 3-6ft apart and placed in a head to foot pattern/layout..
- During mealtime, students will be socially distanced and closely monitored.

- **SCREENING AND TESTING:**

- Children should firstly be screened at home prior to drop-off.
- Student temperatures will be taken and recorded at drop-off, during the day and at pickup.
- At drop-off, a visual inspection of the child for signs of illness, which could include cough, sneeze, runny eyes and nose, fever, lethargy, headache, sore throat, cough, etc.

TOYS:

NURSERY

- Babies will be allowed to bring in up to three playpen toys. All toys must be plastic or have a hard surface for daily cleaning. (Heavier toys will be removed and stored in your child's cubby, and replaced when they wake.)

TODDLERS

- Students will not be allowed to share toys.
- Each student will be allowed (2) personal toys from home to remain at school. Toys must be plastic or hard-surfaced for cleaning and sanitation purposes.
- All room toys will be disinfected daily, or as needed.
- Washing procedure: toys will be scrubbed thoroughly with soap or detergent and warm/hot water to remove most of the dirt, grime, and saliva.

LINENS, CLOTHING AND LAUNDRY

- Soiled clothing will be placed in a large ziploc bag and sent home for washing.
- Please ensure that students wear a clean, fresh, unworn uniform daily.
- Soiled toddler nap mats, blankets, towels, pillows, soft toys, school bags etc. will be sent home more frequently during the week, to be washed and returned for use.

SUSPENDED ACTIVITIES INCLUDE:

- Class Parties
- Field Trips
- School Social Events
- Extra Curricular Activities
- Parents/Visitors in classrooms

DROP OFF & PICK-UP PROCEDURES

At drop off and pick-up, **ALL** parents must wear face masks covering both their nose and mouth as required by the government.

NURSERY DROP OFF

- The Nursery's new entrance is at the rear, eastern doorway. Only nursery students can enter here.
- The student's temperature will be checked and recorded using infrared thermometers.
- A nursery representative will collect the child.
- All bags must be plastic or waterproof. Bags will be wiped off/sprayed at arrival.
- Once items have been properly sanitized and the child is received, parents can depart.

**** No car seats will be allowed into the nursery.***

****Any child showing signs of being sick will be denied access and must provide medical clearance for re-entry.***

NURSERY PICK-UP

- A final temperature check will be performed just before the child is handed to their parent.
- A representative will return the child to their parents along with their belongings at the rear, eastern doorway.
- Parents are free to depart.

TODDLER DROP OFF

- Please form a line outside, by standing on the markers provided that are 6ft apart.
- Once you have reached the front of the line, a teacher/facilitator will perform a temperature check and document it. You will then be allowed to enter the school. ***One parent in the school at a time during drop off.**
- Your child's teacher will be present to place their school shield on, allow the child to sanitize their hands, and accompany them to their class.
- Please be patient and considerate as this will be an extended process. However, we will work to ensure that everything runs smoothly and successfully. There will be no lingering.

****We ask that you consider these factors when dropping your child off.***

Unfortunately, this process cannot be rushed or performed in a mediocre fashion.

TODDLER PICK-UP

- A final temperature check will be performed just before the child is handed to their parent.
- A representative will return the child to their parents along with their belongings.
- Parents are free to depart.

RAINY DAYS PROTOCOL - DROP OFF AND PICK UP

- Nursery protocols will remain the same.
- Toddler protocols will remain the same.

****Please note: A Covid Protocol Consent Form will be provided for ALL parents to sign and be added to our records. Your signature will confirm that you have read and will comply with ALL Covid Protocol.***

V. RESOURCES

The Ministry Of Education Preschool Council
(PDCC)

Centers for Disease Control & Prevention
(CDC)

World Health Organisation
(WHO)

United Nations Children's Fund
(UNICEF)

Kids Health