



Indelible|IMPRESSIONS
MORE THAN A LEARNING CENTER BUT A MINISTRY

COVID-19 Operating Plan

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Table of Contents

- General Preparedness Planning
- Training
- Arrival and Departure
- Face Coverings
- Health Screenings
- COVID-19 Symptoms & COVID-19 Cases in School
- Contact Tracing
- Communication
- Monitoring Absenteeism
- Physical Distance Strategies
- Cleaning and Disinfecting Procedures
- Meals
- Vulnerable & High Risks Groups

Overview

After considerable planning and deliberation, Indelible Impressions Learning Center has decided to reopen our campus for the 2021-22 School Year. Student Orientation will be held on September 9th, returning students will begin on September 7th.

Reopening IILC entails some increased risk of contracting the COVID-19 virus for all concerned because attending school involves daily human contact among children and staff, who will then be in contact with others in their own homes. Our decision to reopen our campus recognizes that (1) for IILC families and staff, that risk is balanced against the educational, social, economic and other costs of remaining closed, (2) our school must reopen with many new health and safety protocols to do everything we can to responsibly mitigate that risk to the extent possible, and (3) each family and staff member must decide how to balance those risks, and whether to return to campus.

Our classroom environments are designed to harness the developmental forces of each plane of a child's development including, social, emotional, cognitive, physical, and spiritual. Our ability to guide that development is diminished in the absence of a face-to-face learning environment. By reopening our campus, we are aiming to fulfill the mission of IILC, which is to develop a lifelong love of learning in all of our students that will not be forgotten or changed as they matriculate in their academic careers and deal with the worldly issues of life. We are also striving to develop a fundamental core value system in each child that builds character, confidence, and leadership.

This document explains the policies and procedures we are employing to mitigate COVID-related risks at school. That approach is built around intensive new health monitoring and screening procedures, as well as new classroom procedures designed to reduce the number of contacts during the school day and limit the group size and interactions. These procedures will not require young children to wear masks in the classroom (though guides will wear masks or face shields most of the time) or to observe the social distancing rules expected of older children and adults. We do not believe it is possible to enforce those restrictions with our younger children. Nevertheless, we believe reopening with these new protocols represents an important first step in responsibly living with this virus.

In summary, IILC has concluded that reopening our campus under these conditions is in the best interest of the community and that each IILC family will make its own decision about the balance of risk, and what is best for their children. The information in this document will provide clarity around the practices and procedures IILC has established to minimize exposure to our community but in no way warrants that COVID-19 or other communicable disease infection will not occur through participation in our programs.

General Preparedness and Planning

Indelible Impressions Learning Center has and will continue to collaborate, share information, and review plans with local health officials to help protect the whole school community. School plans are designed to complement other community mitigation strategies to protect high-risk populations and the healthcare system and minimize disruption to teaching and learning.

This document was compiled using the COVID-19 guidelines and recommendations for schools and childcare programs published by the CDC, Georgia Health Department, Georgia Department of Early Care and Learning. IILC operating procedures meet or exceed the minimum standards of care and will be updated as new information or additional guidelines are made available.

Updated Return to Child Care document (dated August 17, 2021)

<https://dph.georgia.gov/document/document/return-child-care-after-covid-19-illness-or-exposure/download>

DPH Administrative Order

<https://dph.georgia.gov/document/administrative-order/administrative-order-15-current-822021/download> - Note: "school" in the Administrative Order does **NOT** include childcare, in case that's where some of the questions stem from.

CDC Guidance

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/child-care-guidance.html>

Training

Staff must be familiar with and receive ongoing training regarding State, CDC, and Georgia Department of Early Care and Learning protocols.

[Georgia Dept. of Early Care and Learning](#)

[CDC Guidance for Child Care Programs that Remain Open](#)

[CDC Guidance for Schools and Child Care](#)

All staff and designated substitutes must take the following training online:

[Special Considerations for Infection Control during COVID-19](#)

[Providing High-Quality Experiences during COVID-19 for Emergency Child Care Settings](#)

COVID-19 Operation Plan is subject to changes based on new information from CDC, State Guidelines, or Fulton County Health Department

Arrival and Departure

All students are required to arrive at school between 6:30am – 8:30am.

Each family will be assisted with added procedures for health screening and hand hygiene and meet the state guidelines for social distancing and limited contact.

Each student must have a Health Screening completed by a parent prior to arrival each day.

- Parents must wear a face mask during assisted arrival.
- Children 2 years and older must wear a mask for assisted arrival.

A staff member will take your child's temperature using a contactless thermometer

- If your child has a temperature of over 100°F or above, A child with a temperature of over 100°F will not be admitted.

Late Arrivals

If you are late for the designated arrival time, please pull into a parking space and wait. A staff member will check for cars at 8:45am and will proceed to assist the child with arrival following the regular arrival procedures. One child will be assisted at a time, walking each to their class.

Arrivals after 8:45 must be scheduled in advance with the main office. Please note that late arrivals can no longer be accommodated by entering the main lobby area and are not easily arranged by your class. Please make every effort to arrive on time.

Please follow this procedure:

- Contact the Main Office and indicate the exact time of your child's late arrival.
- Office Staff will notify the classroom to make arrangements for receiving the child at the pre-arranged late arrival time.
- At the pre-arranged late arrival time, please pull into a parking space and wait.
- The classroom assistant will observe the arrival area at the pre-arranged late arrival time and proceed to assist the child with arrival following the regular arrival procedures.

Early Departure

Please follow this procedure:

- Contact the Main Office and indicate the exact time of your child's early departure.
- An Administrator will notify the classroom to make arrangements for assisting the child with departure at the pre-arranged early departure time.
- At the pre-arranged early departure time, please pull up to the parking space and wait.

- The classroom assistant will observe the departure area at the pre-arranged early departure time and proceed to assist the child with departure following the regular departure procedures.

Face Coverings

Face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Face coverings are not surgical masks, respirators, or other medical personal protective equipment. Please note that due to the nature of some of the presentations given in our early childhood programs, face coverings may be removed for part or all of the presentation.

Staff

Staff will be required to wear face coverings at the following times:

- Assisted arrival and departure
- When performing health screening of staff and children
- When working in the classroom except during presentations that requires clear articulation and visibility of mouth such as:
 - Language exercises and presentations
 - A face shield will be worn at these times.
- When assisting an ill child or staff member

Children

Toddler children in our program are not required to wear face coverings. Preschool students (2 years and older) are encouraged to wear face coverings.

We will be following the guidelines from the CDC. As it is understood that being outside is the safest place, children will be permitted to take a mask break on the playground. We will work to ensure that children playing in close groups wear masks.

We will be having lessons with the students about wearing masks, but please discuss your preferences with your child.

Parents

Parents are required to wear a face-covering at the following times:

- Assisted arrival and departure times
- When on-campus

Health Screenings

Daily employee and child health screenings are important to help reduce the transmission of COVID-19 at school.

Health and Temperature Screening Procedures

All children and staff who meet any of the criteria below will be denied entry:

- Temperature over 100°F. Ask if medications were used to lower an individual's temperature.
- Any of the following symptoms if the symptom is of greater intensity or frequency than what is normally experienced:
 - Sore throat
 - A new uncontrolled cough that causes shortness of breath, or difficulty breathing
 - Fever, chills, or muscle pain
 - Headache or extreme fatigue
 - Diarrhea, vomiting, or abdominal pain
 - Loss of taste or smell
- In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; they should not return to school until they have followed CDC guidelines regarding testing and quarantine.
- Is under investigation for COVID-19
- In the previous 14 days, has traveled by air to another state or another country. A negative COVID-19 test result will allow re-entry into the program.
- In the previous 14 days, has engaged in large social gatherings without social distancing; a negative COVID-19 test result will allow re-entry.
- **Please allow 5 - 7 days before taking COVID test.**

Staff Screening at School

A designated Administrative Staff Member will conduct and record Staff Health Screening for each staff member upon arrival at school.

Parent Screening of Child Prior to Morning Arrival

Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick. Parents are required to conduct the pre-screening each day at home. Parents who have not completed pre-screening prior to arrival must complete it prior to the child entering the program.

COVID-19 Symptoms and COVID-19 Cases in School

This section provides details and procedures for the COVID-19 Symptoms, Exposures, and Diagnosis within the center.

COVID-19 Symptoms at School – Children

If COVID-19 symptoms begin while at school, the child must be sent home as soon as possible. Sick children will be kept separate from well children and staff contact will be limited as much as reasonably possible, while ensuring the safety and supervision of the child until they leave.

Classroom staff will follow these isolation procedures:

Classroom staff will offer the child a disposable face mask but will not require the child to wear it.

Classroom staff will take the child to the Isolation location:

- The classroom staff will inform the office staff of symptoms exhibited.
- Office staff will contact parents to come to school to pick up the child.
- The office staff will supervise the child until the parent arrives.
- Once a parent has left with the ill child, the isolation room is cleaned and sanitized by office staff.
- Materials, toys, and furniture touched by the child who is sent home will be thoroughly cleaned and disinfected.

COVID-19 Symptoms at Home – Children

The following table clearly outlines the requirements to return to school after a child has experienced COVID-19 symptoms. Because COVID-19 has such a broad range of symptoms we thank you for taking these additional precautions.

A	B	C	D
Shortness of breath Loss of taste or smell	Fever Chills	Cough Fatigue Muscle Aches or Body Headache Sore Throat Nausea	Runny Nose Occasional Sneezing

		Vomiting/Diarrhea	
<p>1 or more list A symptoms:</p> <p>Obtain a negative COVID-19 test result and doctors note to return to school</p>	<p>1 or more list B symptoms:</p> <p>Obtain a negative COVID-19 test result and doctors note to return to school</p>	<p>1 or more list C symptoms:</p> <p>May return to school after 24hours of being symptom free (without use of Tylenol or Motrin)</p> <p>2 or more list C symptoms:</p> <p>Obtain a negative COVID-19 test and doctors note to return to school</p>	<p>1 or more list D symptoms:</p> <p>Your child may return to school</p>

A child who has exhibited symptoms that are not listed as cold and flu symptoms, which could be COVID-19, (e.g. difficulty breathing for non-asthmatic, loss of taste or smell) can return to school if the parent has obtained a medical professional’s note clearing the individual for return based on a negative COVID-19 test and an alternative diagnosis, or after 14 days symptom-free. (a doctor's note and negative COVID-19 test.)

A child who has a mild runny nose or occasional cough is considered to have an ordinary childhood virus and may attend school. If they have a runny nose in addition to other cold and flu symptoms, they may return to school if the parent has obtained a medical professional’s note clearing the individual for return.

In the case of a child who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the child is assumed to have COVID-19, and cannot return to the community until the individual has met the criteria for return under Children or Staff with Positive Case of COVID-19.

Families are encouraged to coordinate decision-making around the child’s care with the family health care provider if there are specific health concerns, chronic disease, or complex social or emotional dynamics in the home.

COVID-19 Symptoms at School – Staff

Staff is encouraged to monitor their health and required to perform daily health screenings for symptoms of COVID-19. Staff is encouraged to stay home if they are exhibiting symptoms of COVID-19 and to contact their healthcare provider.

Staff exhibiting new or worsening symptoms of possible COVID-19 at school should:

- Put on a disposable face covering
- Leave the classroom
- Complete the CDC [COVID-19 Self Checker](#)
- Follow the recommendations of their healthcare provider
- Obtain a COVID-19 test if needed - [Test Collection Sites](#)

In the case of a staff member who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has met the return criteria for Children or Staff with Positive Case of COVID-19.

COVID-19 Exposure – Staff and Children

If a staff member or child has been identified as close contact to someone outside the classroom community who is diagnosed with COVID-19, that staff member or child will be required to self-quarantine for 14 days per the CDC guidelines. Close contact means being closer than 6 feet apart for more than 15 minutes the person was infectious.

Positive Case of COVID-19 in the Classroom – Staff or Children

If COVID-19 is confirmed in a child or staff member in a classroom community, all persons regularly in that community will be required to self-quarantine for 14 days per the CDC guidelines. The following actions will be taken by school administration:

Contact Child Care Licensing to report the presence of COVID-19 our school

- Notify the Fulton County Department of Health Services
- Notify staff and parents/caregivers that a member of the classroom community has been diagnosed with COVID-19. Confidentiality will be maintained.
- Notify the school community that a child in the school has been diagnosed with COVID-19. Confidentiality will be maintained.

- Close the specific classroom community for 14 days to allow self-quarantine for all children and staff in the classroom community who have been in close contact with the person diagnosed with COVID-19 (per CDC guidelines)
- Complete disinfecting procedures
- Learning from Home will be utilized for 14 days

Decisions about extending closure will be made in consultation with the Fulton County Department of Health.

Returning to School after a Positive COVID-19 Case

Children or Staff with Positive Case of COVID-19 who have exhibited symptoms and who have stayed home (home isolated) can return to school/work when the following criteria are met:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.htm>

- At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and
- The child or staff member has improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 14 days have passed since symptoms first appeared, or Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens)

Quarantine and Isolation Definitions

Quarantine

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation

Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Contact Tracing

Contact tracing is a strategy used to determine the source of an infection and how it is spreading. Finding people who are close contacts to a person who has tested positive for COVID-19, and therefore at higher risk of becoming infected themselves, can help prevent further spread of the virus. Those contacts might include family members, co-workers or health care providers.

School staff has been asked to keep a daily list of people they are in close contact with and sign up at Georgia Dept. of Public Health Tracing if they have been in close contact with someone in the Classroom Community that has tested positive for COVID-19 OR if the staff member is diagnosed with COVID-19.

Communication

Parent(s) will communicate with Indelible Impressions Learning Center:

- If their child has been in contact with someone at home who has tested positive for COVID-19.

Indelible Impressions will communicate:

- With families, if their child has been in close contact with someone at school who has tested positive for COVID-19.
- With staff, if they have been in close contact with someone at school who has tested positive for COVID-19.
- With the entire school community if a classroom community has been closed temporarily due to COVID-19 exposure.

Monitoring Absenteeism

Indelible Impressions administrators will monitor absenteeism among children and staff. Any unusual patterns will be considered when evaluating the need for temporary or long-term building closure. Decisions about extending closure will be made in consultation with the Fulton County Department of Health.

If your child is absent, please call the Main Office. Please provide reason for absence.

Procedure for Recording Attendance

Administrator will record attendance in Procure or with paper log, recording health screening log for the class community. Staff member will include the reason for absence and will contact a parent if the child is not present and the school has not been informed of the reason for absence.

Physical Distancing Strategies

Indelible Impressions does not expect that young children will distance themselves from other children or adults while at school. Young children learn by engaging with their environment, which includes the other people in it. However, Indelible Impressions will employ the following strategies for limiting the spread of COVID-19 in our environments:

- Class communities will remain with consistent caregivers in the same group each day.
- Children shall not change from one group to another during the day.
- Groups shall not mix with each other.
- Playground times will be staggered and playground cleaned in between sessions.
- Each class will have a designated outdoor classroom furniture and space that they may utilize.
- At nap time, children's naptime mats will be spaced out as much as possible, with alternating head to toe arrangements to reduce the distance between children.

Hand Washing and Disinfecting Procedures

Washing hands can keep you healthy and prevent the spread of infections from one person to the next. All children and staff will engage in hand hygiene at the following times:

- Arrival to the classroom and after playground times
- Before and after each work choice (or use hand sanitizer if hand washing is not available)
- Before and after eating or handling food
- After using the restroom or helping a child use the restroom
- After coming in contact with bodily fluids
- After playing outdoors
- After handling garbage
- Before purposefully touching your eyes, nose, or mouth

Five Steps to Washing Your Hands Properly

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

Follow these five steps every time.

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.

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- Scrub your hands for at least 20 seconds.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.

After assisting children with handwashing, staff should also wash their own hands.

Use Hand Sanitizer (When You Cannot Use Soap and Water)

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. Sanitizers can quickly reduce the number of germs on hands in many situations.

How to use Hand Sanitizer

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Cleaning and Sanitizing

Staff will daily clean, sanitize, and disinfect surfaces and objects that are frequently touched, including materials, door handles, chair backs.

- All bathrooms will be cleaned and disinfected regularly throughout the day, at a minimum bathrooms should be cleaned and disinfected two times per day.
- Materials that cannot be cleaned and sanitized will not be used.
- Materials that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves. These materials will be sanitized prior to use by the next person.
- Machine washable cloth materials will be used by one individual at a time and will be laundered before being used by another child.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.

Cleaning and Disinfecting Playground Equipment

High touch surfaces will be disinfected between class sessions, in accordance with the CDC's

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recommendations for Cleaning and Disinfecting Outdoor Areas.

Cleaning and Disinfecting Bedding

Each child's bedding is kept separate and stored in individually labeled bins. Mats are labeled for each child. Bedding will be sent home to be laundered at home weekly.

Cleaning and Disinfecting Procedures if an Infected person (staff or child) has been in the Center

Close off areas used by the individuals with COVID-19 and wait 24 hours before beginning cleaning and disinfection to minimize the potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area.

Staff will clean and disinfect all areas used by the ill persons, focusing especially on frequently touched surfaces. Staff must follow CDC's guidelines for cleaning and disinfecting.

Meals

Breakfast, Lunch, and Snack

Children may NOT bring food from home.

Staff will ensure children wash hands prior to and immediately after eating.

Staff must wash their hands before assisting children and after helping children to eat.

Vulnerable High Risks Groups

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it's important that everyone practices healthy hygiene behaviors.

