

# **COMMUNICATION & RESOURCE TOOL KIT COVID-19 / The Novel Coronavirus**

## **March 2020**

Compiled & Provided by Kris Murray and the Team  
The Child Care Success Company

Exclusively for Members of the Child Care Success Academy



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## ***ACKNOWLEDGEMENTS & GRATITUDE***

We would like to thank all of our Child Care Success Academy members for all the resources they have shared! If one of your documents is included in this toolkit and you do NOT want it to be shared with the group, please let us know and we will immediately remove it from our member website.

THIS INFORMATION HAS NOT BEEN LEGALLY REVIEWED – use at your own risk.

Good luck and God Bless! - Kris and the team

# **I. DOCUMENT SWIPE FILE**

## **CLOSURE LETTERS / EMAILS**

Dear Parents,

We continue to closely monitor the most recent developments on the COVID-19 outbreak. This remains a fluid situation and we are prepared to act quickly should any development either publicly, or specific to our school, dictate action. The health and welfare of our student body and families is our primary focus.

We remain committed to serving our families with diligent attention through this pandemic. While we continue to implement all of the recommendations by the CDC, Licensing, and the Virginia Department of Health we want to remind you that this is a team effort and we need your help.

While these are core principles while our students are on school grounds it is important we all do our part to maintain the health of our student body and families. Please keep the following guidelines from the CDC in mind during your daily interactions:

- ❖ Cover your cough or sneeze
- ❖ Wash your hands frequently with soap and water for at least 20 seconds
- ❖ Use alcohol-based hand sanitizer
- ❖ Avoid touching your eyes, nose and mouth with unwashed hands
- ❖ See your doctor if you have a fever, cough, body aches and fatigue
- ❖ Stay home and limit contact with others if you are sick

In addition to our daily hygiene protocol we are instituting the following guidelines effective immediately:

- ❖ Notify First Discovery immediately should anyone your student, or student's family, has had contact with tests presumptive positive for the virus
- ❖ Return from travel restricted areas will only be considered 14 days following arrival with doctor's certification of health

We require our families remain diligent in washing student's hands on arrival and departure and refrain from bringing items back and forth from school and home. Policy dictates students who are ill do not come to school and those demonstrating any symptoms of illness will be sent home. Strict adherence to these policies must be followed to ensure our school remains in good health. Further, we are asking that families notify us of any travel plans, pleasure or professional.

Children, parents and staff who have family members residing with them who have traveled to or had stopovers in countries that are considered Level 2 by the Centers for Disease Control and Prevention or higher, self-quarantine for 14 days. When traveling, please keep in mind that rules and conditions could change at any moment and we reserve the right to place stricter conditions upon your return.

Information for travelers can be found on the CDC website:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> We will remain vigilant in staying up to date with all local and national recommendations regarding business closures. We intend to stay open, even if schools close, unless local officials advise otherwise. In the event that a child or staff member contracts COVID-19, all parents and staff members will be contacted immediately, and the center will close for a period long enough to ensure that the space can be professionally cleaned and disinfected.

Any child or staff member who reports a diagnosis of COVID-19 will be suspended for a minimum of 14 days or until notice that there is no risk of contracting the virus is provided by a medical official. We understand this is a stressful time for our families and want to ensure you that your child's health is our first priority. We will continue to keep you informed of any updates.

## LETTER NOTIFYING OF AN INFECTED STAFF MEMBER

Dear Club K Families,

Club K has been notified that one of our staff members is a family member of an individual who recently tested presumptively positive for the Coronavirus (COVID-19). At this time, the Club K staff member is exhibiting no signs or symptoms of COVID-19.

In an abundance of precaution, the staff member has been instructed to cease work for 14 days for ongoing monitoring. Club K has been in consultation with public health officials and has received confirmation that no exposure has taken place on the part of our staff member towards other staff or students.

We have also been in contact with the \_\_\_\_\_ School District. We have been directed by public health officials to continue our regular operations. Staff and students who have signs of illness are asked to stay home. We will also be emphasizing proper hand-washing hygiene and practices with staff and students. We continue to follow the recommendations of the Oregon Health Authority, The Office of Child Care, and the Centers for Disease Control and Prevention.

Club K has implemented additional cleaning and sanitizing protocols in place in addition to requiring all staff and students to participate in frequent and thorough hand-washing. The \_\_\_\_\_ School District has also completed a deep clean of the Club K area at \_\_\_\_\_ in an abundance of caution. Public Health Officials recommend preventative measures similar to those of the flu.

These include:

- Increased disinfecting by staff of “high touch” surfaces
- Encouraging visitors and volunteers to wash their hands when arriving and leaving our schools
- Continuing education of students regarding healthy and preventative precautions.
- Continuing education of employees and visitors to avoid coming to district schools and facilities if they are experiencing influenza-like symptoms

## LETTERS TO STAFF

Dear staff,

We are writing to notify you that the Governor of Pennsylvania has issued a mandate for all childcare centers in Montgomery County that are licensed by the Department of Human Services to be closed as of March 13, 2020. At time it is being communicated that this is for the next 14 days. We are actively looking for information on when we are able to reopen. This mandate affects our Collegeville, Green Lane, Jeffersonville, Kids Zone, Norristown, Plymouth Meeting and Royersford. This news is difficult for us to share as our intention was to remain open to support our families, staff and the community.

We would like to reassure you that Magic Memories has not been informed or aware of any possible cases or exposures to COVID-19.

As we receive more updates that might impact Chester County, Phoenixville and Chester Springs, we will be sure to let you know.

During the time of our closure, staff, children and all personnel are not allowed on site. We are going to be having our buildings deep cleaned so we are prepared to welcome everyone back.

Considering this news, you probably have so many questions. We are dealing with a situation that we have not had to face in the past 14 years that we have been operating. At this point, we are diligently working on what this means going forward for our staff. Our goal is to continue to pay our staff as we receive payments from our parents. We are looking at clarification of State and Federal Support available for Small Business. Please know that your needs and your family are very important to us and we are doing everything we can to ease your concerns. We do not want to worry you since this situation is very temporary and we will be back up and operating as soon as the state allows us to.

We do feel that it is important for you to know that although we have a business interruption insurance policy, this type of policy in the state of PA does not include coverage for closure in an event such as this.

There has been talks of ways the state will assist with coverage for things such as payroll but until we are fully informed, we are operating according to our policies.

While we are working on continuing to ensure your financial security, there will be times where we will require trainings and professional development to be completed while you are home. Please be sure to be responsive to your Directors during this time for any requirements that might be sent out.

We really appreciate your continued love and support as we all face this time of uncertainties. Please stay healthy and safe during this time.

We will continue to send updates as we get more information and clarity.

Wishing you and your family lots of good health!  
Warm regards,

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Dear staff,

We wanted to keep you informed of the steps we are taking regarding COVID-19. We have had the Directors and ADs come around and retrain you and refresh you on cleaning and hygiene procedures so we can make a greater effort to protect ourselves from spreading any germs or illnesses. We have created a Pandemic Preparedness Plan which we shared with our parents today. We wanted to pass along the message that we sent them so you can stay informed too.

Please do not hesitate to reach out to us with any questions or concerns. Thank you so much for your great effort in helping us protect the children, staff and families at our schools.

Thank you again!  
Warm regards,

#### CLOSING ANNOUNCEMENT E-MAIL

Dear parents,

We are writing to notify you that the Governor of Pennsylvania has issued a mandate for all childcare centers in Montgomery County that are licensed by the Department of Human Services to be closed as of March 13, 2020. At time it is being communicated that this is for the next 14 days. We are actively looking for information on when we can reopen. This mandate affects our Collegeville, Green Lane, Jeffersonville, Kids Zone, Norristown, Plymouth Meeting and Royersford. This news is difficult for us to share as our intention was to remain open to support our families, staff and the community.

We would like to reassure you that Magic Memories has not been informed or aware of any possible cases or exposures to COVID-19.

As we receive more updates that might impact Chester County, Phoenixville and Chester Springs, we will be sure to let you know.

During the time of our closure, staff, children and all personnel are not allowed on site. We are going to be having our buildings deep cleaned so we are prepared to welcome everyone back.

Considering this news, you are probably wondering what this means in terms of tuition payments. At this point, this will fall in line with our emergency closing procedures which states that parents are required to continue to make payments for childcare. As we are informed more of the timeframe and requirements extended to childcare facilities, we will keep you informed as to what this means regarding tuition.

We do feel that it is important for you to know that although we have a business interruption insurance policy, this type of policy in the state of PA does not include coverage for closure in an event such as this.

The livelihood of our staff depends on their income from their employment at Magic Memories and we are going to do our best to balance this need with the needs of our families as we try to support everyone in this situation.

There has been talks of ways the state will assist with coverage for things such as payroll but until we are fully informed, we are operating according to our policies.

We really appreciate your continued love and support as we all face this time of uncertainties. We are extending our deepest concern for you and your family to remain healthy and hope that this passes quickly.

We will continue to send updates as we get more information and clarity.

Wishing you and your family lots of good health!  
Warm regards,

#### CLOSING ANNOUNCEMENT E-MAIL

Dear Parents and Community Members,

In consultation with Garfield County Public Health, all Roaring Fork Schools will be canceled next **Monday-Wednesday (March 16-18, 2020)** prior to our spring break, which starts on March 19. Closing our schools is a precaution against spreading COVID-19 in our communities.

This closure means that the Roaring Fork Schools will be closed for the next two weeks. Additionally, this closure will give our custodial team additional time to deep clean our schools. At this time, we are anticipating reopening schools on March 30; further school closure determinations will be made in consultation with public health authorities. We will monitor this situation closely as it unfolds over the next two weeks and will communicate our plans.

#### **Learning During Closure**

For the upcoming three-day closure, we will not have expectations for distance learning. Schools may send home books and other resources to keep students engaged in learning, and we encourage all families to support their children in continuing with learning during the closure. In the event that we close our schools beyond March 29, we will provide optional educational resources to support students. Our goal is to reduce isolation, maintain connections to classmates and school, and maintain academic engagement during the school closure. Since we cannot guarantee equitable access to instruction, attendance will not be taken, grades will not be impacted by any work completed or not completed during the closure, and individualized support may not be provided. All students will be able to resume learning with their peers when school reopens even if they were unable to access resources during closure, with no impact on their grades. We will provide more detailed information on accessing these resources if the closure is extended beyond March 29.



**School Meals**

Many of our students rely on our school breakfast and lunch program for their nutritional needs. The Roaring Fork Schools are working on ways in which meals can still be provided to students in the event of a school closure. We will share more information about the continuation of food services in the event that we close schools beyond March 29.

**Do we need to make up these days at the end of the year?**

We will not need to make up the missed time from this three-day closure before spring break. Additionally, the Colorado Department of Education has indicated that they may make an exception for districts that do not meet those requirements as a result of COVID-19 closures. We will share more if we were to extend our closure beyond March 29.

**Helping Students Deal With Stress During the Covid-19 Outbreak**

It's best to be open and calm with students. Reassure students that if they do get the virus, they likely won't be any more sick than a basic cold, and let them know that public health experts are being proactive in terms of protecting our families. Keep routines as normal as possible. Address feelings of anxiety, clinginess, and defiance with love and understanding. See the links below for additional tips on talking with kids.

- [Helping children cope with stress during the 2019-nCoV outbreak](#)
- [Talking to Kids About the Coronavirus](#)

There's a wealth of additional information in the [frequently asked questions](#) that we shared yesterday. We will continue to share information with families as this situation evolves.

All my best,

## CHANGE OF TOUR/VISIT PROTOCOL

Hello Kris,

We are happy to hear of your recent tour booking at our Kids U (Location Name)!

With the current global COVID-19 outbreak and surrounding concerns, the situation is changing rapidly in cities, across provinces, nationally and around the globe. At Kids U: the care and safety of our students and families is always our first priority!

We recognize that there are still families needing to access care and plan for the future. In an effort to support these families, Kids U will continue to host tours, but is changing its tour protocol, effective March 12, 2020. Below we have outlined what you can expect during your tour of Kids U Braeside Campus during this outbreak.

### **New Protocol for Campus Tours and Open Houses**

- *Anyone entering the campus is required to wash their hands or are provided hand sanitizer upon entrance*
- *Avoid physical contact - no hugs, no handshakes*
- *All prospective families will be asked: have you returned from travel recently or do you have recent travel plans? Have you or family members become ill recently?*
- *Tours will be limited to the front entrance and viewing windows from the exterior of the schools. Entry to classrooms will not be permitted.*
- *Campus teams will wash hands upon completion of the tour.*
- *Campus teams will sanitize and clean the lobby upon completion of the tour.*

If you have any questions or concerns, please feel free to reach out to us and we will be happy to help you.

## PANDEMIC RESPONSE PLAN

### **Pandemic Illness Response Plan**

We are dedicated to the health and safety of our children, their families and our staff. We have developed this Response Plan in light of the current Covid19 outbreak.

We will address three areas:

#### **Our Center**

Cleaning commonly used areas more often, including door handles, check in station, card terminals, cubbies and toys.

Checking and recording the temperatures of all staff and all children upon entering the building to identify signs of illness as early as possible.

Partnering with a commercial cleaning company to complete deep sanitizing every week in addition to the daily cleaning schedule.

Installation of a sanitation station for the lobby.

Use of an Immunity diffuser in the center which will diffuse teatree and eucalyptus oils.

Sanitizing bathrooms more frequently and restocking with supplies, including soap, paper towels and hand sanitizer.

Adding extra hand sanitizer at check in station.

Hourly sanitizing of all door handles.

Partnering with our suppliers to replenish high-demand preparedness products.

Following best practices for safe food handling, as always.

Continuing to maintain an infection control log to monitor individuals with symptoms and patterns of disease process.

Increasing our fever exclusion timeframe to 48 hours after fever subsides. Banning entry to the center of any person with a temperature of 100.4°F.

Requiring every child or employee with a household member that has travelled to a high infection area to be excluded from the program for 14 days.

#### **Our Staff**

Encouraging our staff and their families to closely monitor their health and well-being.

Providing hand sanitizer and tissues in breakrooms and meeting rooms.

Asking our staff to stay home if they, or someone in their household, are sick.

Requiring our staff to follow the CDC's suggested hygiene practices to reduce the spread of the virus.

Recommending that our staff also practice safe food handling at home.

Recommending staff and parents drink plenty of water, reduce stress, eat a healthy diet and get a good nights sleep.

Any employee scheduled to take vacation within the next 30 days will be counseled about the risk of exposure and the possibility that they will be barred from returning to work for a period of 14-30 days as this is a dynamic, fluid and evolving situation.

### **Our Parents**

Keeping parents updated with all changes and updates to emergency response plans.

Continuing to provide information regarding all illnesses which are identified at the center.

If there is a government mandated closure, we will inform you immediately.

Should the closure last one week or less, tuition will be due as normal. If it is anticipated that the center will be closed for a longer period of time, tuition will be due at 50% until we reopen. Your child's place at the center is guaranteed during any enforced closures.

We will maintain close contact via Brightwheel throughout any closure.

## “CLOSED DOOR POLICY” ANNOUNCEMENT

Hello Parents,

As we continue to put additional measures into place for the safety of our children and staff we ask that you please be patient and understanding. As per the company letter sent out we are implementing a "Closed Door Policy" here at the school effective Monday March 16th.

**What does this mean?** We will be limiting the number of people in and out of the school.

**How does this work?** Upon drop-off and pick-up parents will be allowed into the lobby to check the children into the system, a staff member will receive the children at the door and escort them to their assigned classroom. We ask that you stay patient as the drop-off and pick-up process may require additional time to ensure the safety of everyone here at the school.

Thank you for your understanding and cooperation.

Sincerely,  
B2L Administration

## FAQ EXAMPLE – ENGLISH & SPANISH

### **Roaring Fork Schools Response to COVID-19 Frequently Asked Questions**

#### **What is the Roaring Fork School District doing to plan and prepare for this situation?**

Our top priority as a school district is ensuring the safety, health, and well-being of our students, staff, and families. The Roaring Fork Schools are working closely with the Garfield County Public Health Department (GCPHD) as we monitor the outbreak of coronavirus (COVID-19) and prepare for a possible outbreak in our community. If we receive information indicating a positive test or presumptive positive test for COVID-19, our immediate first action is to seek the expert guidance of GCPHD and get direction on what actions we need to take and what information we must communicate.

#### **How is RFSD making decisions about this evolving situation?**

CDC recommends that schools first collaborate with their local public health agencies and that districts should work directly with their local public health agencies for support and guidance as the needs evolve. We are following the guidance put out by GCPHD as it relates to COVID-19. Additionally, CDC has developed a resource with [Guidance for Schools](#).

#### **How are you keeping schools clean and safe right now?**

We have bolstered our standard cleaning protocols for flu and cold season in response to the coronavirus outbreak. Our custodial teams are cleaning and disinfecting hard surfaces and high-touch areas, like doorknobs, faucets, tables, daily using a hospital-grade disinfectant cleaner that is effective against coronavirus. Additionally, we are distributing cleaning and disinfectant supplies to classrooms so that staff can use them as needed throughout the day.

### **What can we all do to keep our schools safe?**

Our cleaning precautions are only effective if adults and students alike are diligent about their own health and hygiene practices. Signage is being placed in our schools and district facilities reminding students, staff, and visitors of the best ways to protect themselves and others:

- Avoid touching your face.
- Disinfect frequently touched objects and surfaces.
- Wash hands often with soap and water for at least 20 seconds.
- Cough or sneeze into a tissue, throw it in the trash, then wash your hands.
- Stay home when you or your family is sick. If you need to see a doctor, call ahead.

### **Are school events canceled?**

Garfield County Public Health is recommending that school districts cancel nonessential events and gatherings to support “social distancing,” which helps contain the spread of the virus. The Roaring Fork Schools are canceling all nonessential events starting today through March 29. Nonessential events include out-of-school events and/or events at which individuals who are neither RFSD students nor staff attend. This includes parent events and meetings, sporting events, arts performances, etc. We will continue to monitor the situation in coordination with our local health experts and will update our school community about decisions beyond March 29.

### **Are sporting events canceled?**

The Colorado High School Activities Association (CHSAA) has canceled all CHSAA sanctioned events through April 6. This is effective today.

### **Are after school activities canceled?**

Decisions about after-school activities will be made at the school level based on the nature of individual events and activities. Please contact your school for more information about specific activities.

### **Is school travel canceled?**

Based on Garfield County Public Health's recommendation, we are canceling all school trips through March 29. This includes athletic travel.

### **When would schools close?**

On March 11, Governor Polis issued clear guidelines for when schools will close due to COVID-19 infection in staff or students:

- If one student or staff member at a school tests positive for COVID-19, it is recommended that the school close for 72 hours to clean and disinfect it and for public health to recommend next steps for those schools.
- If two students or staff members test positive, the school should close for an additional 72 hours (144 hours total).
- If a school has three or more students or staff members test positive, the recommendation is that the school close for 14 days.

Outside of these scenarios, we are following GCPHD's guidance on closures.

**Why don't you proactively close schools**

While education is our primary responsibility, public schools are also the access point to critical social services for our students and families. Many of our families rely on our schools and staff for basic needs, including regular meals, health care, and child care. Additionally, if we close schools, many employees who are providing vital services in health and safety in our communities would have to stay home with their children, meaning vulnerable families are at a higher risk of being negatively impacted. A decision to close schools is always a last resort. Closing schools would be done with great care, transparency, and in partnership with public health. If public health determines schools should close before we hit the threshold outlined by the Governor, we will.

**What are you doing about students/staff who travel internationally or to areas in the United States with confirmed cases of COVID-19**

Protocols have been put in place to evaluate and, in some cases, isolate or quarantine travelers as they return to the United States. Our public health partners are not recommending additional actions by school districts at this time.

**If schools close, will you offer online learning?**

We are currently researching different scenarios that would reduce the disruption of student learning in the event of an extended school closure. If schools were to close for a prolonged period, we would want to provide access to online resources and to facilitate contact with teachers and peers for students who might be isolated. We are also preparing for students to have access to devices that can be sent home, and with local internet providers to increase access to households that currently lack wireless connectivity.

**If schools close, will students have to make up those days?**

The state department of education is currently reviewing its regulations for minimum days of attendance in the event of massive school closures. More important than minimum hours of instruction, if school is closed for a prolonged period, we will have to work together to make up for lost learning.

**In the event of a closure, do you have plans to provide meals outside the school setting to students who normally eat lunch at school?**

Many of our students rely on our school breakfast and lunch program for their nutritional needs. The state department of education is developing a plan to continue food assistance in the event of prolonged school closures. We will do everything in our power to ensure the continuation of food services, though many questions about how students could access prepared meals remain to be addressed.

**What if I'm nervous about sending my children to school because of the coronavirus**

Parents are ultimately responsible for their children's health and safety, including whether to send their children to school during a health scare. If you decide to keep your child at home in self-isolation, please let the school office know the reason for the absence. There will be no penalties for absences related to the coronavirus, but schools will have limited ability to customize homework assignments for such individual cases.

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## **Respuesta de Roaring Fork Schools a COVID-19**

### **Preguntas frecuentes**

#### **¿Qué está haciendo el Distrito Escolar Roaring Fork para planificar y prepararse para esta situación?**

Nuestra prioridad como distrito escolar es la seguridad, salud y bienestar de nuestros estudiantes, personal y familias. Las escuelas Roaring Fork están trabajando estrechamente con el Departamento de Salud Pública del Condado de Garfield (GCPHD) mientras monitoreamos el brote de coronavirus (COVID-19) y nos preparamos para un posible brote en nuestra comunidad. Si recibimos información que indique una prueba positiva o presuntamente positiva para COVID-19, nuestra primera acción inmediata es buscar la guía experta del GCPHD y obtener dirección sobre qué acciones debemos tomar y qué información debemos comunicar.

#### **¿Cómo está tomando decisiones RFSD sobre esta situación en evolución?**

El CDC recomienda que las escuelas colaboren primero con sus agencias locales de salud pública y que los distritos trabajen directamente con sus agencias locales de salud pública para obtener apoyo y orientación a medida que las necesidades evolucionan. Estamos siguiendo la guía publicada por el GCPHD en lo que se refiere a COVID-19. Además, el CDC ha desarrollado un [recurso con la Guía para las escuelas](#).

#### **¿Cómo mantienen las escuelas limpias y seguras en este momento?**

Hemos reforzado nuestros protocolos de limpieza para la temporada de gripe y resfriado en respuesta al brote de coronavirus. Nuestros equipos de limpieza están diariamente limpiando y desinfectando superficies duras y áreas de alto contacto, como pomos de las puertas, llaves de agua, y mesas usando un limpiador desinfectante de grado hospitalario que es efectivo contra el coronavirus. Además, estamos distribuyendo suministros de limpieza y desinfección a las aulas para que el personal pueda usarlos según sea necesario durante todo el día.

#### **¿Qué podemos hacer todos para mantener nuestras escuelas seguras?**

Nuestras precauciones de limpieza solo son efectivas si adultos y estudiantes son diligentes con sus propias prácticas de salud e higiene. Se ha colocado señalización en nuestras escuelas e instalaciones del distrito para recordarles a los estudiantes, al personal y a los visitantes las mejores formas de protegerse a sí mismos y a los demás:

- Evitar de tocar la cara .
- Desinfecte objetos y superficies que se tocan con frecuencia.
- Lávese las manos a menudo con agua y jabón por 20 segundos mínimo.
- Tosa o estornude en un pañuelo desechable, tírelo a la basura y luego lávese las manos.
- Quédese en casa cuando usted o su familia estén enfermos. Si necesita ver a un médico, llame con anticipación.

#### **¿Se cancelan los eventos escolares?**

La Salud Pública del Condado de Garfield recomienda que los distritos escolares cancelen los eventos y reuniones no esenciales para apoyar el "distanciamiento social", que ayuda a contener la propagación del virus. Las escuelas de Roaring Fork cancelarán todos los eventos no esenciales desde hoy hasta el 29



de marzo. Los eventos no esenciales incluyen eventos fuera de la escuela y/o eventos a los que asisten personas que no son ni estudiantes ni personal del RFSD. Esto incluye eventos y reuniones de padres, eventos deportivos, presentaciones artísticas, etc. Continuaremos monitoreando la situación en coordinación con nuestros expertos de salud locales y pondremos al día a nuestra comunidad escolar sobre las decisiones que se tomen después del 29 de marzo.

#### **¿Se cancelan los eventos deportivos?**

La Asociación de Actividades de la Escuela Secundaria de Colorado (CHSAA) ha cancelado todos los eventos sancionados por CHSAA hasta el 6 de abril. Esto es efectivo hoy.

#### **¿Están canceladas las actividades extracurriculares?**

Las decisiones sobre las actividades extracurriculares se tomarán a nivel escolar en base a la naturaleza de los eventos y actividades individuales. Por favor, comuníquese con su escuela para obtener más información sobre actividades específicas.

#### **¿Se cancelan los viajes escolares?**

Por recomendación de Salud Pública del Condado de Garfield, cancelamos todos los viajes escolares hasta el 29 de marzo. Esto incluye los viajes deportivos.

#### **¿Cuándo cerrarán las escuelas?**

El 11 de marzo, el Gobernador Polis emitió claras directrices sobre cuándo las escuelas cerrarán debido a la infección de COVID-19 en el personal o los estudiantes:

- Si un estudiante o miembro del personal de una escuela resulta positivo para COVID-19, se recomienda que la escuela cierre durante 72 horas para limpiarla y desinfectarla y para que la salud pública recomiende los siguientes pasos para esas escuelas.
- Si dos estudiantes o miembros del personal resultan positivo, la escuela debe cerrar por 72 horas más (144 horas en total).
- Si una escuela tiene tres o más estudiantes o miembros del personal que resultan positivo, la recomendación es que la escuela cierre durante 14 días.

Fuera de estos escenarios, estamos siguiendo la guía del GCPHD sobre los cierres.

#### **¿Por qué no cierran proactivamente las escuelas?**

Si cerramos las escuelas, muchos empleados que prestan servicios vitales en materia de salud y seguridad en nuestras comunidades tendrían que quedarse en casa con sus hijos, lo que sería un perjuicio para nuestra comunidad. Además, aunque la educación es nuestra principal responsabilidad, las escuelas públicas son también el punto de acceso a servicios sociales críticos para nuestros estudiantes y familias. Muchas de nuestras familias dependen de nuestras escuelas y del personal para las necesidades básicas, incluyendo comidas regulares, atención médica y cuidado de los niños. Si nuestras escuelas cierran, las familias vulnerables corren un mayor riesgo de sufrir un impacto negativo. La decisión de cerrar las escuelas es siempre el último recurso. El cierre de las escuelas se haría con gran cuidado, transparencia, y en asociación con la salud pública. Si la salud pública determina que las escuelas deben cerrar antes de que lleguemos al umbral señalado por el Gobernador, lo haremos.

#### **¿Qué están haciendo con los estudiantes / personal que viaja internacionalmente o a áreas de los Estados Unidos con casos confirmados de COVID-19?**

Se han establecido protocolos para evaluar y, en algunos casos, aislar o poner en cuarentena a los viajeros que regresan a los Estados Unidos. Nuestros socios de salud pública no recomiendan acciones

adicionales por parte de los distritos escolares en este momento.

**Si las escuelas cierran, ¿ofrecerán aprendizaje en línea?**

Actualmente estamos investigando diferentes escenarios que reducirían la interrupción del aprendizaje de los estudiantes en caso de un cierre prolongado de la escuela. Si las escuelas cerraran por un período prolongado, nos gustaría proporcionar acceso a recursos en línea y facilitar el contacto con maestros y compañeros para estudiantes que puedan estar aislados. También nos estamos preparando para que los estudiantes tengan acceso a dispositivos que se pueden enviar a casa, y con proveedores locales de Internet para aumentar el acceso a los hogares que actualmente carecen de conectividad inalámbrica.

**Si las escuelas cierran, ¿tendrán que recuperar los estudiantes esos días?**

El departamento de educación del estado está revisando actualmente sus regulaciones para los días mínimos de asistencia en caso de cierre masivo de escuelas. Más importante que las horas mínimas de instrucción, si la escuela se cierra por un período prolongado, tendremos que trabajar juntos para recuperar el aprendizaje perdido.

**¿Tienen planes de proporcionar comidas fuera del entorno escolar a los estudiantes que normalmente almuerzan en la escuela?**

Muchos de nuestros estudiantes confían en nuestro programa de desayuno y almuerzo escolar para sus necesidades nutricionales. El departamento de educación del estado está desarrollando un plan para continuar con la asistencia alimentaria en caso de cierres escolares prolongados. Haremos todo lo que esté a nuestro alcance para garantizar la continuación de los servicios de alimentos, aunque quedan por responder muchas preguntas sobre cómo los estudiantes pueden acceder a las comidas preparadas.

**¿Qué pasa si estoy nervioso por enviar a mis hijos a la escuela debido al coronavirus?**

Los padres ultimadamente responsables de la salud y la seguridad de sus hijos, incluyendo si deben enviarlos a la escuela durante un problema de salud. Si decide mantener a su hijo en casa en aislamiento, informe a la oficina de la escuela el motivo de la ausencia. No habrá sanciones por ausencias relacionadas con el coronavirus, pero las escuelas tendrán una capacidad limitada para personalizar las tareas para tales casos individuales.



## Student Health Check Form

**Date:** \_\_\_\_\_ **Site Staff Checking In:** \_\_\_\_\_

Please answer the following questions to the best of your knowledge:

Child's Name	Does your child have a cough, sore throat, or shortness of breath?		Has your child traveled outside the country in the past 30 days?		Has your child come into contact with anyone who is confirmed for Covid-19?		Are you living with anyone who is not feeling well?		Child's temperature	Parent Signature (verifying information)	Staff Initials (Temp)
	Y	N	Y	N	Y	N	Y	N			
	Y	N	Y	N	Y	N	Y	N			
	Y	N	Y	N	Y	N	Y	N			
	Y	N	Y	N	Y	N	Y	N			
	Y	N	Y	N	Y	N	Y	N			
	Y	N	Y	N	Y	N	Y	N			
	Y	N	Y	N	Y	N	Y	N			
	Y	N	Y	N	Y	N	Y	N			
	Y	N	Y	N	Y	N	Y	N			
	Y	N	Y	N	Y	N	Y	N			
	Y	N	Y	N	Y	N	Y	N			
	Y	N	Y	N	Y	N	Y	N			

## Door Sign Announcement

PLEASE DO NOT ENTER THE CENTER IF  
YOU OR YOUR CHILD:



- Has a fever above 100°F
- Coughing
- Shortness of Breath
- Has come in connect with ANYONE that has been possible exposed to the Coronavirus

### Additionally:

- Visitors are not allowed to enter the Center.
- Only 1 family member enter the Center.
- Children are to be dropped off / picked up the foyer area ONLY. If this is not possible, the entering family member must wash their hands before entering the classrooms.
- NO outside items (toys etc) are permitted in the Center.
- In lieu of diaper bags / back packs (etc) we are asking that families use plastic bags that are replaced with new ones daily.
- We are requesting that car seats NOT be left at the Center. If this is not possible, we request that they are left in the foyer area only.
- We would prefer for children to not use blankets. If your child MUST use a blanket, they are to be taken home DAILY AND BE WASHED.

*Thank you for protecting the children in our care as well as our devoted staff members. We understanding that some of these steps are inconvenient, however, we want to be able to remain proactive as possible. We are in an uncommon situation and we will through this.*

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# NEW MANDATORY PRECAUTIONS

## Check In Procedures

### Check in Table and Staff Monitoring:

- There will be a check in station set up outside of the activity space or directly at the entrance of your activity space
- A staff member will be stationed at the check in table for the entire length of program hours
- The following items will be at the check in table
  - Parent board
  - Parent Sign in and out Sheet
  - Master Roster Clipboard with emergency contact list
  - Hand Sanitizer
  - Cell phone or walkie talkie to contact program leaders to send student out to check in area
- Parents will check in at **drop off** at the check in area and student will go through wellness check, then transition into program independently
- Parents will check in for **pick up** at the check in area and staff member will communicate to program leaders to send student to the check in table for pick up. If check in area is in program space, parents will wait at the check in table until student gathers their personal belongings and comes all the way to the check in table.
- The check in table **PURPOSE** is to limit adult contact touches in the activity area

### Wellness Checks:

When students and staff check into Club K Activity areas, all will go through a quick, documented wellness check in alignment with the ..... The Wellness Check includes the following questions.

1. Does your child have a cough, sore throat or shortness of breath?
2. Has your child traveled outside the country in the past 30 days
3. Has your child come into contact with anyone who is confirmed for Covid-19?
4. Are you living with anyone who is not feeling well?
5. Child's temperature

Form is in the link below: (Please print 3 copies of the Student Wellness Form to allow for multiple families to complete at the same time)

## Student Wellness Check

## Staff Wellness Check

- • If any of the questions 1-4 are answered with a YES, student should not be allowed to attend.
- • Student's temperature is taken with thermometer (using a thermometer cover) and placed

under the tongue.

### *Club K After School Zone March 2020*

- If temperature reads above 99.5 student will not be allowed to attend Club K until fever free for 48 hours without medication
- Form will be kept on the master clipboard and returned with courier paperwork at the end of each week

## Hand washing Reminders

*Hand washing is the most effective preventative measure for limiting the spread of illness. Make sure all students and staff are following the below procedures for handwashing.*

- • Wash hands with soap and water for at least 20 seconds
- • Students and staff wash hands upon arrival into the program space
- • Students and staff wash hands before and after meal time
- • Students and staff wash hands after returning into the building from outside play
- • Students and staff wash hands after using the restroom

## Meal Time Procedures

### • Disbursement of Snacks

- ○ Staff members will wear food prep gloves and hand out snacks to students
- ○ Staff members will wear food prep gloves and disburse all utensils and napkins
- ○ Staff members will assist with opening food while wearing food prep gloves
- Once gloves are used to open one student's snack, they need to be replaced before helping another student
- Students will receive a paper plate to eat snack on and keep their area sanitary
- • **Placement of Students for Snack**
  - ○ Students will eat meals three feet apart from each other. This can be arranged as in three feet spacing on one side or staggered on either side of the snack table
  - ○ Contact between students during snack will be monitored and expectations that hands and bodies be separate during this time will be set and monitored
- • **Best Practices**
  - ○ Talk to students about snack and lunch time expectations and why they need to

keep their own space

- ○ Have students raise hand or give thumbs up to be excused to demonstrate their meal is complete and to help monitor handwashing
- ○ Students need to remain seated and in their original place throughout the entire meal time, if they get up, they are communicating that they are finished
- ○ Staff need to interact and engage with students during meal time to continue creating a fun environment. Some possible activities include,

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### Activity and Zone Precautions

- • **Table Activities and Zones Activities limited to tables or outdoor and group games**
  - ○ No small groups on carpets
  - ○ Carpets can be used for quiet time with a limit of 3 students approved to be on the carpet during quiet time
  - ○ Activities occur at tables where spacing can be monitored to allow space between students
  - ○ Trays are used when available to identify specific materials available for each student at a station, without cross contact.
  - ○ Students sanitize hands when moving from one activity zone to another
- • **Activities not permitted during Precautionary Period**
  - ○ Playdough
  - ○ Floam
  - ○ Slime
  - ○ Close Contact Group Games
  - ○ Tents should be sent back to warehouse and not in use
  - ○ Soft materials should be sent back to warehouse and not in use

### Janitorial Services:

*Each school has had their janitorial staff deep clean the program space. Here are confirmations for janitorial services that will be provided for each district*

- • **Beaverton School District:** Monitors will be present. Janitorial staff will be present in the building but will be performing deep cleaning throughout the closure. Club K will be responsible for the following cleaning:
  - ○ Emptying garbages as needed
  - ○ Bathroom cleaning throughout the day
  - ○ Beginning of day and end of day sanitizing of all contact services
- • **Tigard Tualatin School District:** Janitorial staff will be present and available to assist with normal cleaning duties. Additional sanitizing solution will be available if needed for our staff throughout the closure. Club K will be responsible for the following cleaning:
  - ○ Bathroom cleaning throughout the day
  - ○ Beginning of day and end of day sanitizing of all contact services
- • **West Linn Wilsonville School District:** Janitorial staff will be present and available to

assist with normal cleaning duties. Additional sanitizing solution will be available if needed for our staff throughout the closure. Club K will be responsible for the following cleaning:

- ○ Bathroom cleaning throughout the day
- ○ Beginning of day and end of day sanitizing of all contact services *Club K After School Zone March 2020*

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## Monday Delivery Packets

*Monday morning all program sites will receive an emergency delivery. This will happen as soon as the warehouse is able to get materials organized and out for delivery. Food orders will be modified and delivered on Tuesday. In stock orders will be modified and delivered on Thursday. If you need any additional materials to help with programming or safety please email Megan at [supplies@clubkafterschool.com](mailto:supplies@clubkafterschool.com) and cc, [vpoperations@clubkafterschool.com](mailto:vpoperations@clubkafterschool.com) . Delivery Packets will include the following items.*

### 1. Wellness Check Supplies

1. Thermometers
2. Thermometer Covers
3. Extra Gloves (food prep)
4. Extra Gloves (medical)
5. Milk for lunch service (as available)
6. Sanitizer Solution if necessary
7. Facial Tissue
8. Paper Towels
9. Hand Sanitizer
10. Garbage Bags
11. Paper Plates
12. Additional Forms (med forms, blank rosters, sign in and out sheets, Wellness

Check /forms, MOS registration forms)

13. ProjectorKit(ifnotalreadyonsite)



#### 14. Additional Activity Trays

##### **Ongoing Communication to Families and Staff**

- • **Staff Communication**
  - ○ Daily update emails sent out
  - ○ Weekly Zoom or conference calls held on Fridays at.....
  - ○ Resource Information shared via HR
- • **Parent Communication**
  - ○ Confirmation emails sent out with Wellness Check Procedures
  - ○ Daily updates as needed addressing changes in operating status
  - ○ Weekly Wellness email from Field Managers, including operating updates, resources for families, wellness precautions and reminders

*Club K After School Zone March 2020*

## II. RESOURCES & LINKS

- John Hopkins [Dashboard](#) with the latest stats (use with caution due to possible malware)
- World Health Organization [website](#)
- Child Care Aware [website](#)
- [Good article](#) on Insurance Options available
- Useful [FB Live on changes to SBA Small Business Loans](#) to help you weather this storm
- Good article on why social distancing needs to be enforced, and a historical comparison to 1918 Spanish Flu: <https://medium.com/@tomaspueyo/coronavirus-act-today-or-people-will-die-f4d3d9cd99ca>
- New York Times Dashboard and Info: <https://www.nytimes.com/interactive/2020/world/coronavirus-maps.html>

### III. SOCIAL MEDIA CONTENT, MEMES, AND HUMOR



**10 FREE LEARNING WEBSITES**  
**for kids**

Here's a list of some fun, educational, and safe websites for your children to visit and explore!

<p><b>Switcheroo Zoo</b> <a href="http://www.switcheroozoo.com">www.switcheroozoo.com</a> Watch, listen, and play games to learn all about amazing animals!</p>	<p><b>Fun Brain</b> <a href="http://www.funbrain.com">www.funbrain.com</a> Play games while practicing math and reading skills!</p>
<p><b>Nat Geo for Kids</b> <a href="http://www.kids.nationalgeographic.com">www.kids.nationalgeographic.com</a> Learn all about geography and fascinating animals!</p>	<p><b>PBS Kids</b> <a href="http://www.pbs.org">www.pbs.org</a> Hang out with your favorite characters all while learning!</p>
<p><b>Into the Book</b> <a href="http://www.reading.ecb.org">www.reading.ecb.org</a> Go "into the book" to play games that practice reading strategies!</p>	<p><b>Star Fall</b> <a href="http://www.starfall.com">www.starfall.com</a> Practice your phonics skills with these read-along stories!</p>
<p><b>Suessville</b> <a href="http://www.seussville.com">www.seussville.com</a> Read, play games, and hang out with Dr. Seuss and his friends!</p>	<p><b>Storyline Online</b> <a href="http://www.storylineonline.net">www.storylineonline.net</a> Have some of your favorite stories read to you by movie stars!</p>
<p><b>ABC YA</b> <a href="http://www.abcy.com">www.abcy.com</a> Practice math and reading skills all while playing fun games!</p>	<p><b>Highlights Kids</b> <a href="http://www.highlightskids.com">www.highlightskids.com</a> Read, play games, and conduct cool science experiments!</p>

**THE WORLD FEELS SCARY RIGHT NOW...**

**RATHER THAN ALLOW YOUR KIDS TO ABSORB YOUR FEAR & ANGST,**

**LET THEM REMEMBER THESE WEEKS AS THE TIME THEIR PARENTS  
CUT LOOSE & LET THEM HAVE VIDEO GAME MARATHONS**

**LET THEM MAKE FUN MEALS  
LET THEM EAT THE RAMEN!**

**LET THEM STAY UP LATE**

**ALLOW YOURSELF TO BE A LITTLE MORE WILD &  
CAREFREE WITHIN THE WALLS OF YOUR HOME**

**DON'T LET THIS TIME BECOME  
A CHILDHOOD TRAUMA**

**[THEFOSTERLIFE.COM](http://THEFOSTERLIFE.COM)**





# COVID-19 DAILY SCHEDULE

© Jessica McHale Photography

Before 9:00am	Wake up	Eat breakfast, make your bed, get dressed, put PJ's in laundry
9:00-10:00	Morning walk	Family walk with the dog Yoga if it's raining
10:00-11:00	Academic time	NO ELECTRONICS Sudoku books, flash cards, study guide, Journal
11:00-12:00	Creative time	Legos, magnatiles, drawing, crafting, play music, cook or bake, etc
12:00	Lunch	
12:30PM	Chore time	A - wipe all kitchen table and chairs. B - wipe all door handles, light switches, and desk tops. C - Wipe both bathrooms - sinks and toilets
1:00-2:30	Quiet time	Reading, puzzles, nap
2:30-4:00	Academic time	ELECTRONICS OK Ipad games, Prodigy, Educational show
4:00-5:00	Afternoon fresh air	Bikes, Walk the dog, play outside
5:00-6:00	Dinner	
6:00-8:00	Free TV time	Kid showers x3
8:00	Bedtime	All kids
9:00PM	Bedtime	All kids who follow the daily schedule & don't fight

## Dear Families and Caregivers,

We know that missing school isn't easy for your kids—or for you. But we also know that there are simple ways to turn unexpected time at home into exciting opportunities for your students to learn, think, and grow.

That is why we've created Scholastic's Learn at Home website. This free resource provides your children with 20\* days of exciting articles and stories, videos, and fun learning challenges. Children can complete them anytime, in any order. They can work on their own or together with you and your family.

[www.scholastic.com/learnathome](http://www.scholastic.com/learnathome)

Our active learning journeys are available on any device and will provide your child with up to three hours' worth of exciting learning experiences per day. They can go on virtual field trips, meet best-selling authors, or dig deep into a topic they love.

We hope that you and your children stay safe and healthy, and wish you the best of luck during this stressful time.

With best wishes from all of us at Scholastic,















Lauren Tarshis  
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If you have any questions or suggestions, please reach out to me at [ltarshis@scholastic.com](mailto:ltarshis@scholastic.com).



\*The site will be updated weekly until all 20 days of content is available.

## Flu or COVID-19, can you tell from the symptoms?

	COVID-19	Cold	Flu	Allergies
 Fever	Often	Rare	Often	
 Fatigue	Often	Sometimes	Often	Sometimes
 Dry cough	Often		Often	Sometimes
 Shortness of breath	Severe			Sometimes
 Cough	Often		Sometimes	Sometimes
 Soreness	Sometimes	Rare	Often	
 Sneezing		Often	Sometimes	Often
 Runny nose	Sometimes		Sometimes	Often
 Stuffy nose		Often	Sometimes	Often
 Watery eyes				Often
 Sore throat	Sometimes	Often	Sometimes	
 Diarrhea	Sometimes		Rare	

Severe
Often
Sometimes
Rare

Source: Duzen Laboratories Group

**DAILY SABAH**