



Family Development Services
— A Head Start Organization —

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COVID-19 Health and Safety Re-opening Plan

Family Development Services Head Start and Early Head Start welcomes you to the 2020-2021 school year. We know that everyone has been patiently awaiting information on the opening of our centers and we would like to provide you with some information that we think would be helpful in finalizing your decision and plans to send your children back to school.

Our team has been eagerly working to revise and create policies and procedures during the COVID-19 pandemic and throughout the summer to reopen our centers to provide early learning services to children and support you as parents in moving forward with achieving your family goals.

All policies, procedures and best practices are aligned with the developmental needs of children and are based on guidance from the Center of Disease Control (CDC), local health departments, State licensing regulations and the Office of Head Start (OHS).

We are implementing measures and precautions to hopefully reduce the spread of illnesses and infectious diseases amongst our staff, children and families. There are no guarantees, but we have incorporated recommendations and we ask that parents be flexible and understanding when changes occur during this time when needed due to challenges with COVID-19.

Our agency has taken a three (3) phase approach to COVID-19 Health and Safety Re-opening Plans. The plan consists of the following phases:

PHASE 1:

- During center closures all our facilities were deep cleaned and disinfected. This included the cleaning and disinfecting of all centers, classrooms, offices, restrooms, equipment, common areas and high touch surfaces.
- We completed an assessment of all centers and classroom environments to ensure that all facilities have access to adequate safety, sanitation equipment and supplies for consistent safe operation.

Phase 2:

Policies and procedures were revised to implement some recommended and all mandatory practices for COVID-19.



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Staff were then trained on all COVID-19 procedures which includes handwashing and utilizing personal protective equipment.

These policies cover:

- Social distancing expectations in the classroom, during mealtimes, gross motor, large and small group activities, office areas, hallways and reception areas
- Handwashing and sanitizing procedures
- Illness and exclusion policies for staff and children
- Wearing of mask and other approved facial coverings
- Modified drop-off and pick-up schedules to limit traffic in the facilities
- Temperature and symptom monitoring for all children, parents, staff and essential visitors entering our buildings each day
- Daily cleaning and disinfecting of all facilities, classrooms, equipment and toys, and laundering of staff and child cloth masks and bedding
- Smaller class sizes and social distancing practices enforced between classrooms

Phase 3:

We provided communication of procedural changes regarding FDS's Re-opening Plan for children and families, will be provided via virtual Parent Orientation videos and we will host a live QA Session with our Center Directors prior to the first day of school.

Please note, that our procedures will be updated as we continue to receive additional guidance from the CDC, OHS, IN State Licensing and upon Executive Order from the Indiana State Governor and Mayors in Marion and Hamilton County.

The Parent Orientation will be provided via links that can be found on our website and Family Development Services Facebook Page. We will notify you when the link is available for your viewing via automated phone calls and/or text messages. Those families who do not have access to a computer or internet, we are working to provide a recorded session for you to listen to via phone. Once everyone has had an opportunity to participate in the orientation, we will also provide you with an opportunity to join a live virtual Q&A Session with the Center Directors from each center.



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Opening Dates:

We will open for services to children on Wednesday, August 19th. Please be sure to check your messages and watch our website for updates and detailed information.

Parent Orientation Dates:

Virtual Parent Orientation links will be sent out for families on Thursday, Aug. 13th to access and review via our website www.fds.org and Family Development Services Facebook page and for those without access, will be provided with an opportunity to listen to a recording.

Symptom Screening:

A daily health assessment and temperature check will be conducted to screen for COVID-19 symptoms on all children, staff, essential service providers and vendors, prior to being permitted to enter all FDS centers or facilities. The questions are as follows:

1. Have you had a fever, cough or shortness of breath in the past 14 days?
 - If yes, the individual or child will not be permitted to enter the center until they are fever free for 72 hours, symptom free for at least 14 days or have provided appropriate documentation from their medical provider.

2. Have you traveled outside of the country or to any of the CDC identified Hot Spots within the United States in the past 30 days and if so have you been symptom free for the past 14 days (fever, cough or shortness of breath)?
 - If the individual answers no to being symptom free, then this individual or child, will not be allowed to enter the center until symptom free for at least 14 days or have provided appropriate documentation from their medical provider.

3. Have the following symptoms been seen in the child, staff and essential service providers/vendors, within the past 72 hours?
 - Cough (be aware of children with asthma and seasonal allergies)
 - Difficulty breathing*
 - Sore throat
 - Chills; repeated shaking with chills*



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- Muscle pain
- Headache
- New loss of taste or smell
- Fever (100.4 F) or greater
- Abdominal pain, neck pain
- Vomiting
- Diarrhea (atypical)
- Bloodshot eyes*
- Feeling extra lethargic

** We will follow exclusion expectations for all children and adult responses that indicate possible exposure to COVID-19 or fever over 100.4. No exceptions unless you have a Dr.'s note confirming that you are clear from any infectious and communicable disease.*

Social Distancing

- Visitors are not allowed in the centers or classrooms and only essential staff, vendors and resource providers will be permitted.
- Staggered arrival and drop off procedures for children will be implemented with families, that will include the screening and symptom checks for adults and children as stated above.
- Family Style dining has been discontinued for children during mealtimes and children be spaced 3-6ft apart while seated at the tables.
- Eliminating the use of sand and water tables that are of use for multiple children.
- Child ratios in the classroom have been reduced throughout the centers to promote social distancing in classrooms.
- Classroom environments have been set up to encourage smaller groups and center spacing.
- Children will stay with the same teaching staff and in their classrooms
- Teachers will maintain a permanent seating and sleeping chart for children
- Siblings will be placed in the same classroom, in most cases.



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Cleaning and Disinfection

- We have increased access to cleaning supplies for each classroom and have a schedule of expected cleaning and disinfecting that is to take place in the classrooms, restrooms, playgrounds, gyms, equipment, and all high touch surfaces throughout our centers and other facilities or shared spaces throughout the day.
- Clean and disinfect playground and gross motor equipment between each use.
- Extend bathroom breaks for adequate and proper handwashing
- Hand sanitizer (with at least 60% alcohol) will be permitted for sanitizing hands of children when water is not available with the help and supervision of an adult.
- Hand sanitizer will be made available for those who are authorized to enter the centers and for staff use.
- All cleaning materials will always be kept secure and out of reach of children.
- We will provide blankets for children during nap times

Facial Coverings and Masks

- Cloth face coverings or masks are required for all teachers/staff, essential vendors and resource staff and children over 2 years of age at all times. Unless on the playground and during mealtimes.

Exceptions:

- Those children with documented health conditions ex. respiratory concerns, breathing difficulties and/or special needs or disabilities will be excluded from this expectation.
- When wearing of a face covering or mask by a teacher or staff member is determined to impede a student's learning, a face shield may be considered with proper authorization from our Human Resources department, which include the authorization of the proper covering and safety specifications for the face shield.



Student and Employee Health and Safety

- Each center will have a designated area where symptomatic students will wait for pick up from an authorized person from their emergency list.
- All students and staff who are sick must be free of symptoms listed above and fever free for at least 72 hours without fever reducing medication prior to returning to school or work.
- Increased handwashing and hand sanitizing at minimum upon arrival at school, before and after going to the playground and before and after eating and using the restroom.
- All tooth brushing and family style dining has been suspended until further notice.
- All children with asthma needing breathing treatments must use an inhaler unless otherwise noted by the doctor.
- Staff who may be health compromised should contact Human Resources on an individual basis following all legal requirements.

Reporting Cases

All children, parents or staff identified as:

- having a confirmed positive case,

-having encountered or come in contact with someone who has been confirmed positive for having COVID-19, and/or

-has traveled outside of the country AND/OR has traveled to a Hot Spot as identified by the CDC

Will be excluded from school for 3-14 days until symptom free and/or fever free without medication or a Dr.'s note is authorizing a return to school or work.

Our Health Coordinator or Head Start Director will report all reported and confirmed cases to the Marion County Health Dept. for guidance and possible closure, cleaning, disinfecting and parental notification of any need to close classrooms or centers.

Additional COVID-19 RESOURCES:

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

https://www.coronavirus.in.gov/files/IN_COVID-19_ChildcarePrograms%2007.03.20.pdf