

## BLAIR KIDS ACADEMY PLAN TO REOPEN

Dear Families,

As we move to open Blair Kids Academy for **Summer 2020**, we will follow specific guidelines to protect students and staff from the spread of COVID-19. These practices will meet the recommended guidelines set by the Centers for Disease Control and Prevention, The Interim Guidance for Child Care Programs from the White House, and Three Rivers Public Health Department. In addition, Blair Kids Academy will continue to meet the standards of the Nebraska Department of Health and Human Services, which is required to maintain a School Age Only License.

We are thankful for the assistance of the Blair Community Schools, Mr. Leon Haith, Dr. Gilson, and our Blair Community Schools Foundation for helping us navigate this process. Please contact Blair Kids Academy with any questions, concerns, or comments that you may have. We look forward to seeing you soon!

Sincerely,

*Dusk Junker*

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### ABBREVIATION KEY

*BKA - Blair Kids Academy*  
*BCS - Blair Community Schools*  
*CDC - Center for Disease Control and Prevention*  
*COVID or COVID 19 - Coronavirus Disease 2019*  
*DHHS - Department of Health and Human Services*

### TABLE OF CONTENTS

Each guideline is listed and then followed by the steps that will be taken to ensure recommended standards are met.

- I. Promote Healthy Hygiene Practices
- II. Intensify Cleaning and Disinfecting
- III. Intensify Ventilation
- IV. Ensure Social Distancing Rules
- V. Train All Staff and Provide Educational Materials for Families
- VI. Monitor and Prepare
- VII. Plan for When a Staff Member, Child, or Visitor Becomes Sick
- VIII. Maintain Healthy Operation

*(revised 5/2020)*

## ***I. Promote Healthy Hygiene Practices***

- Adequate supplies to support healthy hygiene behaviors will be provided including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), and tissues.
- Hand washing practices will be taught and reinforced among students and staff. Everyone will be required to wash their hands with soap and water for 20 seconds throughout the day, including upon arrival, before moving locations or changing activities, before snacks and meals, and after bathroom use. Hand sanitizer will be provided for times that a sink is not readily available.
- Methods to prevent the spread of germs will be taught and reinforced. BKA will use the CDC recommendations listed below:
  - Cover mouth and nose with a tissue when coughing or sneezing.
  - Throw used tissues in the trash immediately after use.
  - If tissues are not available, cough or sneeze into the elbow, not hands.
- The use of cloth face coverings will be taught and reinforced among all staff. BKA will provide cloth face masks and ear-savers for all staff. Staff will be frequently reminded to wash their hands and avoid touching their face coverings. The following information will be provided to all staff on proper use, removal, and washing of cloth face coverings:
  - Cloth face coverings should fit snugly and comfortably against the side of the face, be secured with ties or ear loops, include multiple layers of fabric, allow for breathing without restriction, and be able to withstand laundering without damage or change to shape.
  - Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.
  - Face coverings should be laundered daily using water and a mild detergent by hand or in a washing machine.
- Signs will be posted on how to stop the spread of COVID -19, properly wash hands, promote everyday protective measures, and properly wear a face covering.

## ***II. Intensify Cleaning and Disinfecting***

BKA will:

1. Clean, sanitize, and disinfect frequently touched surfaces (for example, door handles, sink handles, drinking fountains) multiple times per day.
2. Ban use of items that are not easily cleaned, sanitized, or disinfected such as pillows, blankets, and stuffed animals.
3. Ensure safe and correct application of disinfectants and storage away from child access.
4. Use a Shark vacuum in all spaces several times a day including after meals, snacks, and craft times.
5. Dry mop the gym daily.
6. Spot mop the cafeteria daily.
7. Sanitize the bathrooms frequently throughout the day.

BCS will clean the floors with the automatic floor scrubber as needed.

### **III. Intensify Ventilation**

- BCS will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. Windows and doors will not be opened if it poses a health or safety risk (for example, allowing pollen in or exacerbating asthma symptoms) to children using the facility.
- BCS will take steps to ensure that all water systems and features are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- BKA will set up fans in each classroom to assist with air circulation.

### **IV. Ensure Social Distancing Rules**

- Classes will be divided into the same group of children each day and the same child care providers will remain with the same group. BKA will have two groups of 15 students, one in the gym and one in the cafeteria.
- Mixing groups will be restricted.
- Field trips, inter-group events, and extracurricular activities are cancelled until further notice.
- Gatherings, events, and extracurricular activities will be restricted to those that can maintain social distancing, support proper hand hygiene, and avoid attendance of those from higher transmission areas.
- Nonessential visitors, volunteers, and activities involving other groups at the same time will be prohibited.
- Seating will be spaced out (head-to-toe positioning) to six feet apart if possible.
- Spaces will not be used for communal use.
- Meals will be served in classrooms instead of communal areas. Each child's meal will be served on a plate to limit the use of shared serving utensils.
- Separate entrances will be provided for each group and parents will be required to drop off and pick up at the door to avoid social contact. BKA will use the cafeteria doors and the gym doors.
- Individual storage containers will be provided for each child. Items from home will be restricted and items must be taken home each day and cleaned.
- Adequate supplies will be available to minimize sharing of high touch materials. Supplies and equipment will be limited to one group of children at a time. Each group will have their own art supplies, toys, and gym toys that will not be shared.
- All food offered will be pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Sharing of foods and utensils, electronic devices, toys, books, other games, and learning aids will be avoided.
- Immediate contact will be avoided to prevent risk of transmitting COVID -19 (such as shaking or holding hands, hugging, or kissing).

## **V. *Train All Staff and Provide Educational Materials for Families***

- The Director will conduct training on guidelines and safety actions through Zoom meetings or in-person using social distancing guidelines.
- Staff will sign off on each guideline to verify they have been discussed.
- All training materials will be provided to families.
- Additional educational materials and resources will be shared on a weekly basis with staff and families via email, text, and the BKA website.

## **VI. *Monitor and Prepare***

- Students and staff will be screened for symptoms of COVID upon arrival.
- Staff will be instructed to stay home if they are sick.
- Parents will be made aware of the importance of keeping children home when they are sick.
- Screenings will be safely, respectfully, and confidentially implemented in accordance with any applicable privacy laws or regulations. Families will enter the entryway one at a time to be screened.
- BKA will use the CDC Screening method of 'Reliance on Barrier/Partition Controls' as follows:
  - Stand behind a physical barrier, such as a glass or plastic window or partition that can serve to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
  - Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
  - Conduct temperature screening (follow steps below)
    - Perform hand hygiene
    - Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
    - Put on disposable gloves.
    - Check the child's temperature, reaching around the partition or through the window.
    - Make sure your face stays behind the barrier at all times during the screening.
    - If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.
    - If you use disposable or non-contact (temporal) thermometers and you did not have physical contact with the child, you do not need to change gloves before the next check.
    - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet

## **VII. *Plan for When a Staff Member, Child, or Visitor Becomes Sick***

- Anyone who exhibits COVID-like symptoms during hours of operation will be separated, but not left without adult supervision. BKA will use the counselors office for this purpose.
- BKA will contact the parents/families for safely transporting anyone sick to their home or to a healthcare facility. Under DHHS guidelines, BKA is not allowed to transport students unless they are taken by ambulance in the case of an emergency.
- If a person infected with COVID-19 is identified, health officials, staff, and families will be contacted immediately while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). For BKA this includes:
  - The Department of Health and Human Services, Fabian Awayai, (402)595-3342
  - Three Rivers Health Public Health Department, (402)727-5396
  - Blair Community Schools Superintendent, Dr. Gilson (402)426-2610
  - All Blair Kids Academy Summer Attendance Families and Staff
- Areas used by any infected person will be closed off for 24 hours before cleaning and disinfecting to reduce risk to individuals cleaning. BKA will plan to close for a minimum of 48 hours. This will allow 24 hours before cleaning and then a day to ensure cleaning has been effectively carried out. Three Rivers Health Department and the DHHS will be contacted immediately to review and make recommendations including to help determine if a longer closing period is necessary. BKA will communicate to all staff and parents information about the closure.
- Sick staff members will be advised to not return until they have met CDC criteria to discontinue isolation.
- Those who have had close contact with a person diagnosed with COVID-19 will be instructed to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop. If a person does not have symptoms, they should follow appropriate CDC guidance for home isolation.

## **VIII. *Maintain healthy operations***

- Flexible sick leave policies and practices will be implemented. BKA staff will be instructed to stay home if exhibiting any signs or symptoms of illness.
- Absenteeism to identify any trends in employee or child absences due to illness will be monitored to indicate spread of COVID -19 or other illness. Trained back-up staff are available to maintain sufficient staffing levels if needed.
- The Director will be responsible for responding to COVID - 19 concerns. BKA staff will be instructed to report all COVID concerns to the Director.
- The Director will use already established means of communication including email, text, and phone calls to notify staff and families of exposures and closures.
- BKA staff and families will be instructed to report COVID symptoms and exposures to the Director.

***(continued)***

- The Director will stay current on state and local health department notices about the spread of COVID -19, adjusting operations accordingly.
- BKA will confer with Three Rivers Health, DHHS, and BCS if our community is deemed a significant mitigation community to determine if the program should close.

*Contact the Blair Kids Academy Director, Dusk Junker, if you have any questions or concerns about these guidelines.*

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