

BeanTree Learning's
COVID-19 Mitigation Health Plan
Phase III
2020-2021

I. LOCAL PUBLIC HEALTH CONDITIONS

BeanTree Learning has remained open through the entire COVID-19 pandemic in accordance with the regulations and guidelines set forth by the Centers for Disease and Control and Prevention (CDC) and the Virginia Department of Health as well as the Virginia Department of Social Services.

Due to the diligence of our Director Team and professional staff in adhering to all the recommendations set forth by the above-mentioned organizations, we have had not had a single positive case in our school.

The current data provided by the Loudoun County Health Department, shows the declining trend for positive COVID-19 cases and hospitalizations.

BeanTree Learning's health mitigation strategies will remain in accordance with the Phase III Guidance.

II. REMAINING OPEN

- A. BeanTree Learning has established a COVID-19 team that includes our owner, director, local health department, and Department of Social Services.

BeanTree Learning – Ashburn Campus
Managing Director – Jamie Guida
Owner – Jennifer Bower
43629 Greenway Corporate Drive
Ashburn, VA 20147
571.223.3110

BeanTree Learning – Westfields Campus
Managing Director – Jamie Guida
Owner – Jennifer Bower
5003 Westone Plaza
Chantilly, VA 20151
703.961.8222

Department of Social Services
Pernille Brandt
3701 Pender Drive, Suite 125
Fairfax, VA 22030
703.203.8659

Fairfax County Health Department
Joanna Hemmat
10777 Main Street
Fairfax, VA. 22030
703.246.8629
joanna.hemmat@fairfaxcounty.gov

Local Health Department
Loudoun County Health Department
Dr. David Goodfriend, Director
1 Harrison Street, SE
Leesburg, VA 20175
703.771.5829

- B. Attendance and Absenteeism

- Staff members will take attendance each day and notify the Assistant Director if a student is absent.
- The Assistant Director or member of the Director Team will call the student's family to understand the reason for the student's absence.
- If a student is reported to be ill, we will obtain specific information about their symptoms and take necessary action to communicate a possible exposure to the staff and families. If the student attended school the day prior, the classroom will be closed for 24 hours and then cleaned and disinfected.
- All staff are required to follow call-out procedures as outlined in the Employee Handbook.

- C. Orientation and Training

- Staff, children, and families will be given a copy of our Health Plan and applicable policies before their start date. A Director will be available to meet with each staff member and family to ensure

their understanding of our procedures and expectations for maintaining a safe environment for all.

- As new updates occur, all staff and families will be emailed promptly.
- Any confirmed or suspected exposure will be communicated via email or phone to all staff and families. Families who are at most risk of exposure will be called.

D. Community Response Efforts

BeanTree Learning will continue to closely follow the recommendations set forth by the Virginia Department of Social Services, the local health department, and the Centers for Disease Control and Prevention.

E. Mental Health

We will take the following steps to ensure the mental health of our staff and children:

- Encourage employees to take breaks from watching, reading, or listening to news stories about COVID-19, including social media.
- Encourage employees to eat healthy, exercise, get enough sleep, and find activities that help reduce stress such as meditation, deep breathing exercises, and yoga.
- Maintain an open-door policy in which employees can discuss their concerns.
- Ensure staff are applying the strategies and techniques of Conscious Discipline and implementing Baby Doll Circle Time and The Feeling Buddies Curricula to ensure the emotional and mental support of our children.

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III. PROMOTING BEHAVIORS THAT REDUCE SPREAD OF COVID-19

See below.

IV. MAINTAINING HEALTHY ENVIRONMENTS AND OPERATIONS

A. Health Monitoring of Staff and Students

Each staff member, parent, and student will be required to have their temperature checked at our front desk upon arrival. A touchless thermometer will be used to reduce the risk of spreading germs.

Students will be closely monitored throughout the day. If they show any signs or symptoms of illness, parents will be contacted immediately. Per our Illness Policy, we require pick-up within one hour (or sooner for a child with a high fever). A physician's note stating the child is non-contagious will be required to return to school.

Any staff member that begins to show signs and symptoms will be sent home immediately. A physician's note stating the staff member is non-contagious will be required to return to work.

B. Hygiene Practices

Maintaining a clean and safe environment for our students and staff has always been a number one priority. Our full-time, daily housekeeping staff has done the following to reduce the risk of exposure to COVID-19.

- Created a schedule to increase cleaning frequency
- Mixes a bleach solution containing 1/3 cup of bleach added to 1 gallon of water to disinfect frequently touched surfaces. The bleach solution is made daily to maintain its effectiveness. The bleach solution is prepared for each classroom and stored in clearly labeled "Surfaces" bottles in a locked cabinet.
- Mixes a bleach solution containing 1 tablespoon of bleach added to 1 gallon of water to disinfect toys. This bleach solution is made daily to maintain its effectiveness. The bleach solution is prepared for each classroom and stored in a clearly labeled "Play Materials" bottle in a locked cabinet.

- Uses the following procedure to clean and disinfect frequently touched surfaces to further reduce the risk of germs on surfaces and objects:
 - First, use soap and warm water for normal routine cleaning to remove germs and dirt from surfaces, which lowers the risk of spreading COVID-19 infection.
 - Then, disinfect using the “Surfaces” bleach solution.
- Frequently touched surfaces include the following:
 - Tables
 - Chairs
 - Doorknobs
 - Light switches
 - Countertops
 - Handles
 - Desks
 - Phones
 - Keyboards
 - Toilets
 - Faucets and sinks
 - Nap mats
 - Toys
- Staff wear appropriate gloves while cleaning and disinfecting to reduce their risk of exposure to the virus and any toxic effects of the cleaning chemicals.
- Cleaning products should not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
- Remove items to reduce frequent handling or contact from multiple people. These include:
 - Stuffed animals
 - Soft toys
 - Beanbag chairs
- Clean and Sanitize Toys
 - Toys that cannot be cleaned and sanitized will not be used.
 - A bleach solution of 1 tablespoon of bleach per gallon will be used to disinfect toys.
 - Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be placed in our designated “To be Sanitized” bins until they are cleaned by hand by a person wearing gloves.
 - Toys that are dishwasher safe will be cleaned using our dishwasher/sanitizer machine.
 - Toys that cannot go in a dishwasher will be cleaned using the following process:
 - Clean with water and detergent
 - Rinse
 - Sanitize with “Play Materials” bleach solution
 - Rinse again
 - Air-dry
 - Machine washable cloth toys will not be used.
 - Toys will not be shared with other groups.
- Clean and Disinfect Bedding
 - Rest mats are labeled so that a child uses the same mat each day.
 - Rest mats are sanitized on all sides after each use with the “Play Materials” bleach solution.
 - Each child is provided with a blanket and a fitted sheet. These are laundered each day.
 - If a child brings their own blanket from home, it will be kept in their backpack and stored in the child’s designated cubby area.
- Diapering
 - Staff will wash their hands and the child’s hands before beginning the diaper change.
 - Staff will strictly follow our Diaper Changing Policy (see below).

- After diapering, staff members will wash their hands and disinfect the diapering area with bleach solution.
- Staff will assist the child to wash his/her hands.
- Food Preparation and Meals
 - Students will eat meals in their classrooms.
 - Our housekeeping staff is responsible for plating the food so that multiple children are not using the same serving utensils. They will use the appropriate safety measures such as washing hands and wearing food service gloves.
 - Sinks used for food preparation will not be used for any other purposes.
 - Caregivers will ensure that children wash their hands prior to and immediately after eating.
 - Caregivers will wash their hands and wear food service gloves when serving children. They will wash their hands after helping children eat.
 - All guidelines established by the Department of Health will be strictly followed when preparing food.
 - Disposable food service items (utensils, plates, cups) will be used.
- Cleaning, Feeding, or Holding a Child

It is crucial for the social/emotional health of a young child to comfort them when they are crying, sad, fearful, and/or anxious. Infants and toddlers often need to be held. To the extent possible, when cleaning, feeding, or holding very young children, staff can protect themselves by wearing a long sleeve shirt and wearing long hair in a pony tail or away from their face.

 - Staff will wash their hands, neck, and anywhere touched by a child's secretions.
 - Staff will change the child's clothes if secretions are on the child's clothes. They should change their shirt if there are any secretions on it and wash their hands again.
 - Contaminated clothing should be placed in a plastic bag and put in the child's cubby to be sent home at the end of the day.
 - Infants, toddlers, and their providers should have multiple changes of clothes on hand.
 - Staff should wash their hands before and after handling infant bottles prepared at home or prepared at school. Bottles, bottle caps, and nipples will be rinsed and placed in the child's backpack and put in the child's designated cubby to take home at the end of the day.
- We have provided hand sanitizer that has 60% alcohol at our front desk for parents to use as they enter and leave the building. Our Housekeeping Staff monitors the restroom soap dispensers and paper towel dispensers regularly, ensuring the bathrooms and sink areas are always well stocked.
- BeanTree Learning will ensure that we are supporting healthy hygiene by providing adequate supplies including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, disinfectants, and no-touch trash cans.

BeanTree Learning has partnered with vendors to provide essential items such as gloves, hand sanitizer, and masks. In addition, BeanTree Learning has contracts with vendors to provide adequate supplies such as soap, tissues, and paper towels.

**Hand sanitizer will only be used by adults and children enrolled in our Kindergarten, Distance Learning, After School, or Holiday Camp Programs who can safely use hand sanitizer.*
- For our Distance Learning Program, students will have their own individualized work space that includes internet access. Students are required to bring their own device and headphones. Workstations will be arranged so that we meet the social distancing requirements of being six feet apart. Each station will be thoroughly sanitized each day and students will be required to wash their hands regularly, including upon arrival to school.

C. Ventilation Systems

We have regularly scheduled maintenance on our HVAC system to ensure it is functioning properly and efficiently.

D. Water Systems

BeanTree Learning has remained open throughout the entirety of the pandemic, thereby our water systems have not been shut down. We have closed our Atlantis Waterpark until further notice and have discontinued the use of drinking fountains. In addition, we have required parents to provide a reusable water bottle for their child to use outdoors in lieu of using a water cooler with disposable cups.

E. Gatherings, Field Trips, and Volunteer Restrictions

- BeanTree Learning has canceled all family events until further notice.
- Our Summer Camp Program is in-house only. All field trips have been canceled until further notice.
- Our Kindergarten and Holiday Camp Programs will not be attending any physical field trips until further notice. Virtual field trips will be used instead.
- Student performances and presentations will be conducted through a live stream event only. Parents will not be permitted to attend in person.
- Nonessential visitors, volunteers, and activities involving external groups or organizations will not be permitted until further notice.

F. Back-up Staff

BeanTree Learning does not employ substitute teachers. All full- and part-time staff members have been trained on how to ensure the safety of our children, families, and peers.

V. PROTECTING VULNERABLE INDIVIDUALS

- A. Please see Vulnerable/High Risk Groups Policy below.
- B. Please see Flexible Leave Policy and Stay at Home Policy below.
- C. Please see Return to Work Policy below.

VI. PREPAIRNG FOR WHEN SOMEONE GETS SICK

- A. Please see Stay at Home Policy below and refer to Section IV.

VII. PLANNING TO CLOSE IF NECESSARY

A. A Reduction in In-Person Classes

Based on the conditions in our community, if the state of Virginia or the counties of Loudoun and Fairfax revert to Phase I or II, we will follow the recommended guidelines.

Our priority will be to provide care for families who are deemed essential employees and require child care. Essential employees include:

- Healthcare Providers
- Public Workers
- Emergency Services

B. A Complete School Closure

The following conditions may result in a complete school closure:

- Mandated by The Department of Social Services or Executive Order
- Mandated by the local health department
- An outbreak of confirmed COVID-19 cases among students and/or staff



Behaviors to Reduce Spread of COVID-19

RESPIRATORY ETIQUETTE

Respiratory hygiene and cough etiquette are ways in which we can decrease the transmission of respiratory illnesses such as COVID-19, influenza, RSV, whooping cough, and cold viruses. A respiratory infection is spread when a person who is infected with a virus coughs or sneezes. The droplets released from an ill person's cough or sneeze can travel for several feet reaching the nose and mouth of others and causing illness. Viruses can spread easily from person to person through direct contact via touching or shaking hands. Droplets can also live for a short time on a variety of objects in the environment such as door knobs and surfaces where they can be touched by another person.

Respiratory hygiene and cough etiquette are very important components to protecting yourself from illness and preventing others from becoming ill. Like hand hygiene, respiratory hygiene is part of the standard precautions that should be taken to prevent the spread of disease.

PROCEDURES

Staff members, volunteers, and children will use the following procedures to further reduce the spread of germs.

- Check to be sure tissues and no-touch receptacles for their disposal are available.
- Post visual signs in highly visible locations that promote respiratory etiquette.
- Cover mouth and nose when coughing or sneezing with a tissue.
- Use tissues and throw them away.
- Wash your hands every time you touch your nose or mouth using our Handwashing Procedures.
- If you do not have a tissue, cough or sneeze into your elbow, not your hands.

CLOTH FACE COVERINGS

Cloth face coverings are an additional step to help slow the spread of COVID-19 when combined with every day preventive actions and social distancing in public settings. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment. The Department of Labor has stated that facial protection is not mandatory for child care centers and CDC has published the following:

Cloth face coverings should **not** be placed on:

- Children younger than 2 years old
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

Parents, visitors, and vendors are **required** to wear face coverings when they enter the building. BeanTree Learning is unable to provide families with a mask upon entering the school.

Directors, teachers, and housekeeping staff are required to wear face coverings under the following circumstances:

Students enrolled in our Distance Learning Program who will be transported between our Westfields and Ashburn Campuses will be required to wear a face covering on the bus.

TEACHERS:

Teachers are required to wear a face covering under the following circumstances:

- While in the classroom, and
- When the social distancing requirement of 6 feet cannot be maintained.

Teachers are not required to wear a face covering when supervising children outdoors as long as social distancing of 6 feet can be maintained.

DIRECTORS:

Directors are required to wear a face covering under the following circumstances:

- When taking staff, children, and parent temperatures,
- Upon entering a classroom,



Behaviors to Reduce Spread of COVID-19

- When giving tours to prospective families,
- When giving a child medication or first aid, and
- When the social distancing requirement of 6 feet cannot be maintained.

HOUSEKEEPERS:

Housekeeping staff are required to wear a face covering under the following circumstances:

- When preparing food for the children,
- When delivering food to the classroom, and
- When cleaning classrooms.

PROPER WAY TO WEAR FACE COVERING

- Wash your hands before putting on your face covering.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.

PROPER WAY TO TAKE OFF FACE COVERING

- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ear loops or ties.
- Fold outside corners together.
- Place covering in the washing machine.
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

DROP OFF AND PICK UP

Because we do not have a designated drop-off time and parents already drop-off their children at staggered times, parents will be permitted to walk their child into the building. However, parents are required to drop their child off at the classroom door and will not be permitted to enter the classroom. Our goal is to limit the number of people who enter a room, and this includes parents and staff.

Children will be required to wash their hands immediately upon entering the classroom. Hand sanitizer is available at the front desk for parents to use as they drop-off and pick-up their child.

Ideally, the same parent should drop off and pick up the child every day. If possible, elderly people such as grandparents or those with serious underlying medical conditions should not drop-off or pick-up children because they are more at risk for severe illness from COVID-19.

SCREENING CHILDREN UPON ARRIVAL

Children, parents, and staff are required to have their temperatures checked at the front desk upon arrival to ensure they are fever free. Touchless thermometers will be used to take temperatures.

A person who has a fever of 100.4 or above or has other signs of illness will be sent home immediately.

Screening Procedures include:

- Upon arrival, wash your hands and put on a single pair of disposable gloves.
- Ask the parent or staff member to confirm that they do not have a fever, shortness of breath, or cough.
- 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.



Behaviors to Reduce Spread of COVID-19

- Take the child's temperature.
 - When using the non-contact thermometers, you do not need to change gloves before the next check.
 - Clean the non-contact thermometer with an alcohol wipe between each individual. You can reuse the same wipe as long as it remains wet.
- Take the parent's temperature.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.

SIGNS AND MESSAGES

Signs including visuals will be posted throughout the building to promote everyday protective measures and how to stop the spread of germs. Signs will include social distancing reminders as well as handwashing and respiratory etiquette.

WATER BOTTLES

In an effort to reduce the spread of germs, we will no longer provide outdoor water coolers and disposable drinking cups for each playground.

In addition, our drinking fountains will no longer be available to use.

Families are required to bring a reusable water bottle for their child. Water bottles will be sent home at the end of the week to be washed.

ATLANTIS WATERPARK

The Atlantis Waterpark will remain closed until further notice.

ADEQUATE SUPPLIES

BeanTree Learning will ensure that we are supporting healthy hygiene by providing adequate supplies, including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, disinfectants, and no-touch trash cans.

BeanTree Learning has partnered with vendors to provide essential items such as gloves, hand sanitizer, and masks. In addition, we have partnered with vendors to provide adequate supplies such as soap, tissues and paper towels.

**Hand sanitizer will only be used by adults and children enrolled in our Kindergarten, Beyond the Bell!, Distance Learning, and Summer Camp Programs who can safely use hand sanitizer.*

STAYING HOME WHEN APPROPRIATE

Staff members and families should follow the guidance provided in our *Stay at Home Policy*. See *Stay at Home Policy* for additional details.

SOCIAL DISTANCING

Per the guidance provided by The Department of Social Services, social distancing should be practiced to the maximum extent while still allowing for the care of children. We understand that staff need to be in close proximity to children when providing care, but we will maintain every effort to keep children apart from each other and limit physical proximity as best as we are able.

We have implemented the following measures to ensure that we are adhering to social distancing to the best of our ability:

- All adults must maintain a distance of 6 feet away from each other, including staff and parents, when feasible.
- Groups of children will not combine in the morning or afternoon.
- Every effort will be made to keep groups of children together with consistent staff so that if there is an exposure, a limited group of children and staff is impacted.



Behaviors to Reduce Spread of COVID-19

- Parents must drop off and pick up their child at the classroom door. They will not be permitted inside of the classroom in efforts to keep exposure to the children and staff at a minimum.
- Staff will limit the use of table activities. When tables are in use, staff will allow sufficient space between the children.
- Classroom furniture and equipment will be rearranged to provide more space between play centers.
- Children will eat all meals in their classroom to minimize the use of other classrooms. Meals will continue to be plated and not served family style.
- We will no longer use communal rooms. Specialty teachers will teach their lessons in the classroom so that no more than one group is sharing a space.
- All extracurricular sports and activities (Tae Kwon Do, Dance, Soccer, and Haircut Services) have been suspended until further notice.
- All festivals, holiday events, planned family events, and special performances have been canceled until further notice.
- During nap time, children are placed head to toe in order to further reduce the potential for viral spread.

Maximum number of students and adults per classroom:

- Infants – 9 children and 3 adults per section/classroom
- Young Toddlers – 9 children and 3 adults
- Toddlers – 9 children and 3 adults per individual section/classroom
- Early Preschool – 9 children and 3 adults per section/ classroom
- Preschool – 9 children and 3 adults per section/classroom
- PreKindergarten, Kindergarten, Distance Learning, and Before and After – 20 students and 2 adults
- Outdoor playground time can accommodate two groups on opposite sides of the playground

MODIFIED LAYOUTS

We have modified our environment in the following ways:

- Students sit on opposite side of tables and are spaced apart, when feasible.
- When children are being transported by bus:
 - Students will be required to have their temperature checked prior to entering the bus
 - Students will be required to wash their hands prior to entering the bus
 - Students will be required to wear face masks
 - Bus will be sanitized routinely

SHARED OBJECTS

- To the best of our ability, we will discourage sharing of items that are difficult to clean or disinfect.
- Children's belongings will be separated from others' and placed in their backpacks. Backpacks will be stored in the child's designated cubby area.
- We will limit the use of supplies and equipment by one classroom of children at a time.

PREVENTION EDUCATION

BeanTree Learning will continue to provide prevention education to our parents, staff, and students to ensure the safest environment. Lesson plans will include specific discussions on how germs are spread, how to prevent the spread of germs, the importance of handwashing, and respiratory etiquette. In addition, staff will explicitly teach and model expectations for loading, seating, and unloading for those students enrolled in our Distance Learning Program and will be transported by bus.

Resources:

Centers for Disease Control and Prevention

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

Virginia Department of Health

<https://www.vdh.virginia.gov/coronavirus/prevention-tips/>



Face Covering Policy

Wearing cloth face coverings that cover your nose and mouth and keeping a safe distance, 6 feet or more, from others are two ways to help slow the spread of COVID-19.

PROPER WAY TO WEAR FACE COVERING

- Wash your hands before putting on your face covering.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.

PROPER WAY TO TAKE OFF FACE COVERING

- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ear loops or ties.
- Fold outside corners together.
- Place covering in the washing machine.
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

WHEN TO WEAR A FACE COVERING

TEACHERS:

Teachers are required to wear a face covering under the following circumstances:

- While in the classroom, and
- When the social distancing requirement of 6 feet cannot be maintained.

Teachers are not required to wear a face covering when supervising children outdoors as long as social distancing of 6 feet can be maintained.

DIRECTORS:

Directors are required to wear a face covering under the following circumstances:

- When taking staff, children, and parent temperatures,
- Upon entering a classroom,
- When giving tours to prospective families,
- When giving a child medication or first aid, and
- When the social distancing requirement of 6 feet cannot be maintained.

HOUSEKEEPERS:

Housekeeping staff are required to wear a face covering under the following circumstances:

- When preparing food for the children,
- When delivering food to the classroom, and
- When cleaning classrooms.

APPROPRIATE FACE COVERINGS

In order to maintain a high level of professionalism, masks should:

- Be a solid color
- Bandanas and scarves will not be permitted as well as face coverings with characters and patterns.



Handwashing Procedures

Handwashing is the best way to prevent the spread of contagious diseases. Many studies have shown that unwashed or improperly washed hands are the primary carriers of infections. Deficiencies in handwashing contribute to many outbreaks of sickness among children and caregivers in preschools. In preschools that have implemented a handwashing training program, the incidence of illness has decreased by 50%. Follow the procedures below to ensure the safest, healthiest environment for you and the children in your care.

SITUATIONS THAT REQUIRE HANDWASHING

All employees and volunteers will wash their hands in the following situations:

- Upon arrival for the day
- When moving from one group of children to another
- Before and after:
 - Eating, handling food, or feeding a child
 - Giving medication
 - Playing in water that is used by more than one person
 - Handling bodily fluid (mucus, blood, vomit) from sneezing, wiping and blowing noses, from mouths, or from sore
- After:
 - Diapering or helping a child use the toilet
 - Handling uncooked food, especially raw meat and poultry
 - Handling pets and other animals
 - Handling pet food or pet treats
 - Playing in sandboxes
 - Cleaning or handling the garbage
 - Restroom use

HANDWASHING PROCEDURES

Staff members, volunteers, and children will wash their hands using the following method:

- Check to be sure a clean, disposable paper towel is available.
- Turn on warm water, no less than 60°F and no more than 120°F, to a comfortable temperature.
- Moisten hands with water and apply liquid soap to hands.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds. (Singing the alphabet song or Twinkle, Twinkle, Little Star can help you make sure that you are washing your hands for the proper length of time.)
- Rub areas between fingers, around nail beds, under fingernails, jewelry, and back of hands.
- Rinse hands under running water, no less than 60°F and no more than 120°F, until they are free of soap and dirt.
- Leave the water running while drying hands.
- Dry hands with a clean, disposable paper towel.
- Turn faucets off by covering hand with a disposable paper towel.
- Throw the disposable paper towel into a lined trash container.

ASSISTING CHILDREN WITH HANDWASHING

Teachers and staff members will assist with handwashing for children who cannot wash their hands independently. After assisting the child with handwashing, the staff member shall wash his or her own hands.

Handwashing Procedures

HAND SANITIZER

In the event soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used for staff and older children who can safely use hand sanitizer. This would include our children attending our Kindergarten, Beyond the Bell!, and Summer Camp Programs where students and staff are on a field trip that does not have access to running water and soap.

HAND SANITIZER PROCEDURES

- Apply the gel product to the palm of one hand (read the label for 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.



Diaper Changing Procedures

At BeanTree Learning, your health is very important to us. Read the following procedures carefully and, if needed, ask a Director for more information.

1. Wash your hands.
2. Lay a liner on the changing table and gather the following supplies:
 - Plastic bag
 - Ointment
 - Wipes
 - Diaper
3. Put latex gloves on each hand. Those with known latex allergies will be provided with non-latex gloves.
4. Place child on changing table.
5. Always keep one hand on the child when he or she is on the changing table.
6. Remove soiled diaper and place in plastic bag out of the child's reach.
7. Wipe child from front to back until clean, placing the soiled wipes in the plastic bag.
8. Remove gloves "inside out" and place them in the plastic bag.
9. Put on a second set of gloves.
10. Apply any necessary ointment, change gloves, and place a new diaper on the child.
11. If the child is an infant, wash the baby's hands with a wipe and remove the child from the changing table.
12. If the child can wash his/her hands in a sink, remove the child from the changing table and wash child's hands.
13. Place liner in plastic bag, knot the bag, and place in the pull-out trash receptacle.
14. Spray the changing table with the bleach-water mix (or other disinfectant specified) and let stand for at least 10 seconds.
15. Dry the changing table with a paper towel.
16. Remove gloves "inside out" and place in pull-out trash receptacle.
17. Wash your hands thoroughly.



Vulnerable/High Risk Groups Policy

BeanTree Learning recognizes that clinical experts have advised that older adults and people of any age who have serious underlying medical conditions might be at a higher risk for severe illness from COVID-19. To protect those at higher risk, we have implemented the following:

- Any staff member age 65 or older, or with serious underlying health conditions who provides a physician's note will remain furloughed and will not be asked to return to work until they have been medically cleared.

Such underlying conditions include, but are not limited to, chronic lung disease, moderate to severe asthma, hypertension, severe heart conditions, weakened immunity, severe obesity, diabetes, liver disease, and chronic kidney disease that requires dialysis.



Flexible Leave Policy

BeanTree Learning recognizes that clinical experts have advised that older adults and people of any age who have serious underlying medical conditions might be at a higher risk for severe illness from COVID-19. To protect those at higher risk, we have implemented the following:

- Any staff member age 65 or older, or with serious underlying health conditions such as diabetes, lung or heart disease, or any condition that affects their immune system, who provides a physician's note will remain furloughed and will not be asked to return to work until they have been medically cleared and/or the Executive Order states it is safe to return to work.

Under the Families First Coronavirus Response Act (FFCRA or Act), we will provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that covered employers must provide to **all employees**:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.
- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay* where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Qualifying Reasons for Leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Duration of Leave:

For reasons (1)-(4) and (6): A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.



Flexible Leave Policy

For reason (5): A full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of Pay: Paid sick time provided under this Act does not carry over from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

For leave reasons (1), (2), or (3): employees taking leave shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period—two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave).



Stay at Home Policy

Staff, children, and families should **not** come to school and should notify a Director immediately if they or their families become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or suspected case.

CLOSE CONTACT

Anyone who has been in close contact with someone who has tested positive for COVID-19 should quarantine. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or infected with the virus without feeling symptoms.

The following counts as close contact:

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils

If you or someone you know is experiencing any of the following symptoms, you are required to stay home and contact your healthcare provider for further advice.

SIGNS AND SYMPTOMS OF COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever (100.4 or above)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle or body aches
- Sore throat
- New loss of taste or smell
- Fatigue
- Headache
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Seek emergency medical attention if you are experiencing:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

STEPS TO TAKE IF YOU BECOME ILL AT HOME

Stay home and monitor your health

- Contact the school to notify a director of your symptoms or exposure.
- Stay home for 14 days after your last contact with a person who has COVID-19
- Stay home except to get medical care.
- Rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen directed by your physician, to help you feel better.
- Stay in touch with your doctor.
- Avoid public transportation.
- Provide the school with a note from your physician stating that you are safe to return.



Stay at Home Policy

STEPS TO TAKE IF YOU BECOME ILL AT BEANTREE LEARNING

Staff members with symptoms (fever, cough, shortness of breath) will be immediately sent home.

Children with symptoms (fever, cough, shortness of breath) will be immediately isolated. A director will wear a mask and escort the child to our "Uniform Room" where they will stay until parents arrive. Once in the isolation room, the child, if he/she is three years old or older, will be given a mask to wear and the director will maintain six feet apart as best as they can. Parents will be immediately notified and will be required to pick up their child within one hour. If the child is having difficulty breathing or showing other symptoms that require immediate medical attention, 9-1-1- will be contacted.

SAFE TRANSPORTATION

If the staff member is not able to drive themselves home or to the local healthcare facility due to the extent of their symptoms, a Director will either contact 9-1-1 or the person listed as the emergency contact listed in the employee's file. The employee will be isolated in a room until they are able to be picked up or transported by emergency medical staff.

IMPLEMENTATION OF CLEANSING AND DISINFECTION PROCEDURES

Areas used by the sick person will be closed until after cleaning and disinfection occurs. A period of 24 hours will take place before the areas are cleaned and disinfected. After 24 hours the area will be cleaned with soap and water and disinfected with a 1/3 cup bleach to one gallon of water solution.

The local Health Department will be called and staff and families will be emailed immediately of a possible case. We will follow the recommendations by the Health Department and will communicate our next steps to all staff and families. We will maintain confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

Sick employees and children should not return to school until they have met the CDC's criteria to discontinue home isolation and have a physician's note clearing them for return.

If an employee is diagnosed with COVID-19, the school will call parents and staff who have had close contact with the employee. Students and staff who have had direct contact will need to stay home and self-monitor for symptoms, and follow CDC guidelines if symptoms develop. If a person does not have symptoms, they must still follow the CDC guidance to home isolate for fourteen days.

If a child is diagnosed with COVID-19, the school will call the parents and staff who have had close contact with the child. Students and staff who have been identified as having close contact will need to stay home and self-monitor for symptoms, and follow CDC guidelines if symptoms develop. If a person does not have symptoms, they must still follow the CDC guidance to home isolate for fourteen days.

COMMUNICATION WITH LOCAL HEALTH DEPARTMENT AND DEPARTMENT OF SOCIAL SERVICES

Our Managing Director will contact the local health department and Department of Social Services immediately to notify them of any employee or student who has come into contact with a person or has been diagnosed with COVID-19 to initiate public health investigation, contact tracing, and consultation on next steps. BeanTree Learning will adhere to all recommendations set forth by both agencies and will communicate with staff members and student families via email once next steps are planned.



Return to Work Policy

If a staff member has been diagnosed with COVID-19 and is exhibiting symptoms, he/she should not return to work until they have met CDC's criteria to discontinue home isolation and have a physician's note stating he/she is no longer contagious and is safe to return to work.

CDC guidelines suggest you can end isolation after:

- 3 days with no fever **AND**
- Respiratory symptoms have improved (e.g., cough and shortness of breath) **AND**
- 10 days since symptoms appeared

If a staff member has been diagnosed with COVID-19 but did not exhibit symptoms, CDC guidelines suggest the following:

If you continue to have no symptoms, you can be with others after:

- 10 days have passed since test

In either case, depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

Anyone who has been in close contact with someone with COVID-19 should stay home for 14 days **after exposure** based on the time it takes to develop illness.