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October 2, 2020

Dear Parents,

I hope that you and your families are all well and staying healthy. I am contacting you to inform you of a recent COVID Protocol change that we have implemented after receiving guidance from Public Health.

As you are all aware there is a rapid uptick in COVID positive cases affecting our area schools. The health and safety of the children and our staff are extremely important to us. Effective immediately, the following protocol will be put into place:

1. All staff must wear a mask and face shield while working with children (teaching staff, transportation staff, arrival/departure staff, health entry screeners, etc.).
2. All staff will continue to exercise diligence regarding hand hygiene, touch point cleaning and use of hand sanitizer.
3. Any diagnosed, positive cases of COVID will be reported immediately to the Program Directors.
4. Staff exhibiting any COVID symptoms, will be directed to stay home and a PCR COVID (non-rapid) test is required.
5. Children exhibiting any COVID symptoms must remain at home; children who exhibit symptoms while at school will be isolated and parents will be asked to pick up their child.
6. Children exhibiting COVID symptoms will be required to have a PCR COVID test and remain at home until results are returned.
7. A copy of negative COVID results will be required prior to child returning.

Student or Staff is Symptomatic

- Fever (100 degrees +)
- Cough
- Shortness of breath
- headache
- new loss of taste or smell
- sore throat
- congestion
- nausea
- vomiting
- diarrhea
- muscle or body aches
- knowingly in contact with any one testing positive for COVID in last 14 days
- individual tested positive in last 14 days
- experienced any of the above symptoms or traveled to a state with significant spread for greater than 24 hours in the last 14 days.

We are an Affirmative Action/Equal Opportunity Employer

If Symptomatic

Children who have symptoms will be isolated from their classroom while waiting to be picked up. Children or staff must seek medical attention and must have a provider note and negative PCR COVID-19 test (non-rapid) before returning.

SYMPTOMATIC INDIVIDUALS MUST QUARANTINE AT HOME UNTIL TEST RESULTS ARE RECEIVED.

1. **Symptomatic Student or staff tests negative for COVID-19 PCR test:**
 - Must have a note from medical provider
 - Copy of **negative COVID-19 test and**
 - Symptom resolution: Student or staff must be 3 days without a fever, un-medicated, and have a progressive improvement in symptoms before returning.
 - May return to work or school.

2. **Student or staff test positive for COVID-19.**
 - Parent or Staff will notify program of positive COVID-19 PCR test.
 - Program will notify local county health department of COVID case.
 - Local County Health Dept. will contact parent or staff to perform case investigation and contact tracing.
 - A Close Contact to someone with COVID-19, will be quarantined for 14 days from the date of last exposure, advised to monitor for symptoms, and recommend get a diagnostic test 5 days or more after exposure.
 - Contacts to positive case can return to school after 14-day quarantine period. Will be released by Public Health.
 - Positive Student or staff will be isolated for a minimum of 10 days from start of symptoms. Student or staff must be 3 days without a fever, un-medicated, and have a progressive improvement in symptoms before returning. Will be released by Public Health.

We ask for your cooperation with these new protocols as we work with county school districts and Public Health to reduce the spread of the virus. We will continue to keep you informed of any changes that may affect program services and operation. Please reach out to your Family Advocate or Home Visitor, if you have any questions or concerns.

Sincerely,



Patricia Salvarezza
Head Start/Early Head Start Program Director