

Health Policies: What our Staff Can Do

Updated 9.17.2020

- Health
 - Do not come to school if you have:
 - 100.4+ fever
 - Chills
 - Sore throat
 - Headache
 - Cough
 - Muscle pain
 - Diarrhea
 - Extreme fatigue
 - Shortness of breath
 - Loss of taste or smell
 - Do not come to school if you have been in close contact with someone who has COVID-19 or symptoms of it.
 - If a child has symptoms of COVID-19:
 - Have the child put on a child-size three-ply surgical mask.
 - Put on your three-ply surgical mask, face shield, and gloves.
 - Call the office.
 - Send the child to the sick room.
- Hygiene
 - Wear gloves when handling food, handling children's belongings, and helping in the bathroom.
 - Teach the children to avoid handshakes, high fives, fist bumps, and elbow fives; teach them to greet each other from afar.
 - Avoid using items that require blowing, such as straws, balloons, candles, hair dryers, etc.
 - Provide individual supplies (such as pencils) for each child.
- Food and Drink
 - Avoid using food for science experiments and art projects.
 - Disallow treats for children's birthdays and holiday parties.
 - Avoid opening the children's food and drink for them. Ask the families to provide food and drinks the children may open on their own.
- Masks
 - Wear a mask in the parking lot, on the sidewalks, on the porch, and when indoors.
 - Wear a mask when outside the building and within 6' of others.
 - Have the children wear masks in the library, hallway, and office.

- Children may not wear masks when resting or sleeping.
- Separation
 - Assign seats.
 - Arrange the children's seats so they are not facing each other.
 - Seat the children as far apart as possible.
 - Keep the classes separate inside and outside.
 - Take the children outside as often as possible for academics and recess.
 - Follow the exact scheduled times for using the gym and library.
 - When using the gym, library, and front doors, follow the entrance and exit signs.
 - When staff members meet, sit 6' apart, keep the masks on, and limit the meetings to < 15 minutes when possible.
 - No assemblies, after-school clubs, family events, field trips, guest speakers, or choral concerts.
 - No in-person parent participation or volunteering.
 - Limit having anybody besides staff and students in the building.
 - Keep the main door to the office locked all day.
 - Enter the office through the back door only.
- Sub-contractors, vendors, delivery people, etc
 - If possible, schedule when no students are present.
 - Require them to wear masks.
 - If they will stay longer than a few minutes, require them to answer the screening questions (using the table outside the office).
 - Leave deliveries in the vestibule.
- Facility
 - Lock the public bathrooms.
 - Turn off the water fountains.
 - Change the HVAC filters regularly.
- Remove
 - Stuffed animals, cloth furniture, cloth toys, cloth puppets, and cloth dolls
 - Shared seating such as couches, pillows, and bean bag chairs
 - Water play and sensory tables
- Supplies
 - Provide hand sanitizer in the office, library, gym, hallway, and classrooms.
 - Check hand sanitizer, soap, paper towel, tissue, spray bottles, gloves, etc regularly.
 - Provide touchless trash cans.
- Sanitizing & Disinfecting
 - Use approved sanitizers and disinfectants.
 - Sanitize frequently touched surfaces every four hours, if possible. This includes light switches, doors, door handles, refrigerator doors, refrigerator door handles, sink levers, countertops, bathrooms, etc.
 - Sanitize the library and gym between uses, if possible.
 - Wear gloves, a face shield, and a three-ply surgical mask while cleaning.
- Post information
 - Signs in doorways, vestibules, hallways, classrooms, gym, library, bathrooms, and office - 6' distance and wear your mask
 - Signs in bathrooms - how to wash your hands, max capacity

- Signs for entry and exit for library, gym, and front doors
- Signs at front doors and west doors: screening questions; must have permission to enter
- Circles on the hallway floors to show what 6' is
- Privacy
 - Do not share family health information with other families or with staff members outside of the admin team.
 - If parents ask about other children's health, tell them, "We are not allowed to share family health information. We work closely with the Oakland County Health Department. If appropriate, we will notify you."
- Support families and children
 - Teach the children to follow the policies we have posted for them.
 - Update the families.