



**The French American Academy**  
Bilingual Education, International Citizens

# COVID-19 HANDBOOK

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## **Introduction**

A close and trusting partnership between the school administration and community must be created and in order to ensure understanding, cooperation, and support in COVID prevention and mitigation strategies. Clear and open communication is vital to overall success.

The purpose of this document is to inform our community of teachers, parents and students of the required guidelines provided by the CDC and the State of New Jersey, Department of Children and Families (DCF), and to answer any questions the guidelines may not address.

The French American Academy's task force composed of managers and medical experts have discussed and clarified all topics so that all members of the FAA have a clear view of the sanitary protocol in place. Nevertheless, these guidelines may not be exhaustive and we'll continue to update this document whenever needed.

### **1- Students and staff entrance**

All staff and children will be screened at the door for fever upon entering the building.

Children and staff will use the provided hand sanitizer upon arrival on the campus.

Temperatures will be logged in, and transmitted to the Office of Licensing everyday by 11am at the latest.

Persons with a fever of 100.4 Fahrenheit or above (38.0 Celsius) will not be permitted into the building.

All staff and children exhibiting COVID-19 symptoms (see paragraph Sick Children) will not be admitted in the building.

Persons that have exposure to persons known to have COVID-19 during the preceding 14 days will not be admitted in the building.

## **2- Temperature check**

Temperatures will be checked by a FAA team member with a non-contact thermometer. Staff taking the temperature every morning will wear a mask or cloth covering and a face shield

The temperatures will be recorded daily on a log and will be shared with the DCF authorities.

The FAA Team member will also 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.

Children will be required to wear a mask or cloth covering during temperature check.

## **3. Masks**

Students should wear a mask or face covering during the school day. However, it is not possible to ask children to maintain strict mask wearing and social distancing for the entire school day. For younger children, it may not be possible at all.

We rely on parents to teach the children how to wear masks, and more importantly, practice building tolerance to wearing masks for longer periods of time, before school starts.

In the classroom, masks can be removed during quiet studying portions and when a child needs a few minutes break. During interactive portions of the class when the children are very verbal and closely engaged in conversations, children will be encouraged to wear their mask.

Masks can be removed during recess outside, lunch and gym.

Masks must be worn during transition in the hallways.

Masks will never be placed on a child during nap or sleep periods.

We must remind children to wash their hands or use hand sanitizer after taking off or putting on masks.

If a parent requests that their child wears a mask or face covering at all times, the parent should teach his/her child prior to the first day of school. The teachers will reinforce it.



All teachers and staff are required to wear masks or cloth covering while working.

We encourage students, teachers and staff to use their own mask or face covering. However, the school will provide masks or face covering to any person allowed to enter the facility, if such person doesn't have their own.

Visitors shall be required to wear cloth masks while visiting the center unless doing so would inhibit the individual's health. If a visitor refuses to wear a mask or face covering, the person will not be allowed in the building.

### **How do cloth masks help?**

Cloth masks capture the droplets projected by the person wearing the mask, thus protecting others. Cloth masks offer limited protection from droplets projected into the air by other people not wearing masks. Thus, cloth masks are most effective if everyone in the community wears them protecting each other. When you wear a mask, you protect those in your community. When others wear a mask, they protect you.



#### 4. Pick-up and Drop-off

At drop-off, parents should stay at the entrance door of the school, respecting social distancing and markings on the floor. Only PK2, PK3 and new students in PK4 can be accompanied at the classroom door, respecting 6 feet social distancing.

At pick-up, children will be walked to the exit door. Parents will wait on the sidewalk outside the building.

We will prevent crowding at pick up and drop off.

#### 5. Visitors

Visitors shall not be permitted to enter the school during operating hours, including persons providing maintenance or repair services, prospective customers, prospective employees, entertainers or speakers.

Exceptions will be made for emergency or law enforcement personnel, and the Department of Children and Families. In case of a medical emergency, parents will be allowed in the building to be with their child.

Communication between the school (teachers and administrators) and the parents will be via emails, telephone or conference calls.

Unless precluded by emergency circumstances, visitors to the facility shall be subject to the same screening procedures as children and staff, and shall be denied admission on the same basis unless the school is legally precluded from denying access (e.g. a law enforcement agent with an appropriate warrant).

To the greatest extent feasible, unless the purpose of the authorized outside visitor is to observe the care provided to children (e.g. a DCF licensing inspector), all reasonable efforts should be made to minimize visitor contact with children and staff.

## **6. Social Distancing**

Children in PK will be grouped into classes of no more than 10. Classes will include the same group of children each day ; the same staff is assigned to care for each class, each day. Classes will congregate not less than 10 feet in all directions from other groups or be separated by walls or other physical partitions. Combining or mixing groups will not be allowed.

Within a PK class, children will be encouraged to remain 6 feet away from each other, when feasible.

In K and up, the square footage of the room determines the number of students in the classroom. Students should respect the social distance of 6 feet between each other. Desks will be placed 6 feet apart.

Interaction between classes will be limited. When moving around the building, spacing of groups within the facility will allow for ten feet of separation between groups.

Unnecessary close person to person contact (hugging, wrestling, games involving touching or tagging) shall be discouraged. The FAA is committed to maintaining a kind and nurturing environment, e.g. A teacher can help a child going up the stairs, change his clothes, etc.

## **7. Hygiene**

Teachers and staff will teach and reinforce healthy hygiene practices (washing hands, coughing and sneezing in elbow, etc.)

### Hand washing:

Children and staff shall practice frequent hand washing with soap and water for at least 20 seconds.

Children and staff will use the provided hand sanitizer upon arrival on the campus. Children and staff will wash their hands before meals or snacks, after outside time, and after going to the bathroom. Children will be monitored to ensure proper technique.

Wall signs that promote hygiene and social distancing will be posted at the entry and exit doors and in the restrooms.

## **8. Classroom material**

Toys and items that are not easily cleaned or disinfected (e.g., soft or plush toys, fabric cushions, etc.) will not be utilized in the classrooms.

In PK classes, some items such as “doudous” or blankies can be brought from home and will not be shared. They will return home with the child each day for washing.

Sharing of supplies, food, toys and other high touch items (art supplies, school supplies, equipment etc.) will be strictly limited. The school will ensure an adequate supply of school, art and other supplies to preclude the need for sharing of items. Children’s belongings will be kept separate in individual storage bins, or cubbies and sent home each day for washing. If items must be shared, they will be used by one group at a time and cleaned and disinfected between uses.

In K and up, we will provide an individual box or use a pencil case to store the class material used everyday. This method doesn’t follow the FAA philosophy which encourages the students to share and be responsible for the class material. But, due to Covid-19, we must stop sharing those supplies.

## **9. Outside the classroom**

The use of shared spaces (entry ways, restrooms) will be carefully controlled to ensure that children and staff maintain at least six feet of separation from children or staff from other groups. Floor markings, physical partitions or other safeguards will be used as necessary.

To limit contact and transitions, students may eat lunch in the classroom or in cafeterias with 6 feet distance between students and 10 feet from each class.

## **10. Recess and Outdoor Play**

The use of outdoor shared space (recess court yard) will be organized with six feet of separation (physical partition) between groups.

When recess is indoor, the space between classes will be 10 feet following floor markings or physical separation.

Students must wear a mask or face covering during recess.

Off-site activities within walking distance of the school are permitted, with social distancing. Activities may include, for example, hikes, or walks to nearby parks (Hamilton Park, Roberto Clemente, Warren Park). In New Milford, the use of the private school playground is allowed. In Hamilton Park the use of the playground will not be allowed.

Field trips and other off-site activities are temporarily canceled.

## **11. Nap time**

In PK, naps will take place in the nap room or in the classroom. In the nap room, a six feet spacing between classes will be implemented .

Cots will be labeled with the child's name and will be positioned alternatively head-to-toe.

Child's bedding will be kept separate and stored in individually labeled bins, cubbies, or bags.



Sheets, soft or plush toys brought from home for nap time return home to be washed weekly.

## **12. Physical Education**

Several classes may use the gymnasium at the same time while maintaining a ten feet distance between groups (floor markings or physical partition).

Games and sports involving direct physical contact or shared equipment (e.g. football, baseball) will be replaced with no contact activities sports (e.g. running races, aerobics).

## **13. Music and drama**

Chorus, drama or activities which enhance the dispersion of particles are temporarily canceled.

## **14. Library**

There will be no visits in the library room until further notice. A selection of books will be available in the classrooms for circulation.

## **15. Art class**

There will be no class visits in the Art room until further notice. Art activities will be delivered in the classroom.

## **16. Meals and Snacks - Food Service**

The cafeteria may be used for lunch. Students will be seated with six feet of space between each other.

Staff will wear gloves to handle food when helping children.

Family style lunches are not allowed but delivery of individual boxes through our current provider, Simply Gourmet will be possible.

## **17. Before and Aftercare**

There is no aftercare during the Summer Program.

## **18. Transportation**

There is no transportation during the Summer Program.

## **19. Cleaning and Disinfection**

The school will use environmental Protection Agency approved disinfectants for use against COVID-19 More details at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.

Hand sanitizer with 60% alcohol will be made available at the building entrance, in the classrooms and throughout the building.

The FAA will increase the frequency of cleaning toys, equipment, and surfaces, especially doorknobs, light switches, sink handles, water coolers, countertops, desks and restrooms.

Alcohol wipes will be used to clean keyboards and electronics.

Cafeteria will be disinfected after each use.

To the extent practicable, windows should be opened frequently to allow fresh air flow.

In preschool, toys that children have placed in their mouths or are contaminated by body secretion or excretion shall be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant and air-dry.

The complete guidance is on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>.

## **20. Sick children and Staff - Response Procedures for COVID-19**

Teachers, staff or child's parents must inform the school immediately if they are diagnosed with COVID-19.

Symptoms related to COVID-19 include:

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

If a child presents with more than one symptom, parents will be called and may be asked to pick-up the child to have him checked by a physician. Staff exhibiting more than one of these symptoms will be sent home as well.

If a child or staff member develops symptoms of COVID-19 while at school (e.g. fever of 100.4 or higher, cough, shortness of breath, vomiting), he/she will immediately be separated from the well people and wear a mask or face covering until he/she can leave the school.

The person taking care of the sick child will remain as far away as safely possible from the child (preferably, 6 feet), and wear a mask and a face shield.

Parents will be asked to provide a doctors' note before the child is allowed to return to school. The physician will determine if testing the child is necessary. Staff will be asked to provide a doctor's note before returning to work.

Students and staff members who have been in contact with a person diagnosed with COVID 19 must remain in quarantine at home (14 days).

## **Response Procedures for COVID-19 Symptoms or Exposure**

Any confirmed or suspected exposure to COVID-19 occurring in the school must immediately be reported to both the local department of health and the DCF for guidance.

Health officials will provide direction on whether a center should cease operations following the identification of a positive case in the facility. The duration may be dependent on staffing levels, outbreak levels in the community and severity of illness in the infected individual. Symptom-free children and staff should not attend or work at another facility during the closure.

All rooms and equipment used by the infected person, and persons potentially exposed to that person, will be cleaned and disinfected in accordance with CDC guidelines.

## **Returning to Child Care After COVID-19 Diagnosis or Exposure**

If a staff member or child contracts or is exposed to COVID-19, they cannot be admitted to a center again until the criteria for lifting transmission based precautions and home isolation have been met. Those criteria are included in the Department of Health's guidance available here:

[https://www.nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef\\_Discont\\_Isolation\\_and\\_TBP.pdf](https://www.nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef_Discont_Isolation_and_TBP.pdf)

## **21- Agreement of Trust**

It is understood that all members of the community, parents, students, teachers and staff, are responsible for strictly following these guidelines in order to protect each other.

We trust that parents will report symptoms or won't send a sick child to school to ensure the well being of all. We trust that teachers and staff will also report any symptoms.

It is important that we all work together to maintain a safe environment.

We are still in a pandemic and have to consider ourselves as members of a family trying to prevent bringing the virus into the school. We count on your social engagement. Even

out of school, parents, children and staff should maintain social distancing and other behaviors that may limit bringing the infection into the family and into the school, as much as feasible.