

LEARN TOGETHER LOWCOUNTRY



COVID-19: CORONAVIRUS
PROCEDURE MANUAL

2020

Goal: Reduce the Risk of Getting COVID-19

- Reducing the risk is different than 100% preventing the spread of COVID-19.
- We can't stop the spread of COVID-19 at this time.
- We can focus on health practices and lifestyles to reduce the risk of getting COVID-19.



INTRODUCTION:

This procedure manual is designed to inform you, our parents/volunteers, of new policies and procedures that Learn Together Lowcountry (LTL) will be implementing because of the coronavirus pandemic, as well as provide helpful information. We understand that placing your child in a group setting during these trying times may raise concerns. We are taking precautions to reduce the risk of exposure to COVID-19 (as well as other viruses). Based on available evidence, children appear to be lower risk for COVID-19 than adults. While some children and infants have been sick with COVID-19, adults make up most of the known cases to date. Please understand that although safety measures are being taken, your child still runs the risk of exposure by attending a student group setting.

GENERAL INFORMATION:

Know how it spreads! There is currently no vaccine to prevent COVID-19.

- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to [spread mainly from person-to-person](#).
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
- For more information on COVID-19 and its symptoms, methods of prevention etc. please visit: www.cdc.gov/coronavirus/2019

****PLEASE NOTE THAT IT IS NOT A REALISTIC EXPECTATION THAT YOUR CHILD WILL PRACTICE SOCIAL DISTANCING WHILE ATTENDING A SCHOOL GROUP SETTING OF THIS KIND****

It is also not possible for our volunteers to provide care for infants and young children while enforcing social distancing. Our main priority is that your child is well taken care of and nurtured. We will take every precaution possible with this reality in mind. Our priority is always the overall emotional and physical wellbeing of all children on campus. If your family is not comfortable with the current operation of this program, we encourage you to wait for at least one semester to attend.

NEW SAFETY MEASURES & PROCEDURES AT LTL:

We want to remind parents that although this pandemic is scary, as a fellowship-focused ministry, we function every semester under the threat of viruses, illnesses, and blood-borne pathogens. We adhere strictly to best practices and regulations available regarding a group of this kind.

BEST PRACTICES PREVIOUS POLICIES	NEW ENHANCED PRACTICES
Hand washing as needed	Hand washing upon arrival and at departure
Frequent handwashing before meals, after playground, after each toileting/diaper change	More frequent handwashing during the day, before and after meals, playground etc.
Families arriving in time for class	Staggered arrival
Observe for signs of illness throughout the day	Volunteer and child temperature checks before entry and throughout the day
Temperature checks only as needed	Pre-screening before access allowed to the campus buildings
Observation and touch used for temperature checks	No-contact thermal thermometer used
Gloves available to be used as Personal Protective Equipment (PPE) during emergencies	Face masks and gloves available to be used as PPE.
Classrooms and toys sanitized daily	Sanitized several times throughout the day
General team cleanup of bags, lunches, bottles, etc.	Student must keep all personal items in their book bag and only leave in designated areas
Disposable plates, utensils and cups used	Disposable plates, utensils, and cups used
Holding hands or shoulders when younger children are walking in a line	Stickers on floor to keep social distance while standing in line and rope holding for young children walking
No air purifiers on campus.	A medical grade air purifier in our most frequented space.
Interviews for prospective leader volunteers conducted via phone or on campus	Interviews for prospective leader volunteers conducted via phone or outdoor location
Church staff, members, or visitors allowed in building without PPE or hand sanitizing	Church staff, members, or visitors must check-in with temperature check, hand sanitization, and mask before entry
Age groups often combined depending on class type and ratios with volunteers being moved as needed	A committed effort to keep age groups and corresponding volunteers assigned to specific areas all day unless outdoors
No social distancing	A committed effort to achieve $\geq 3'$ social distancing
Payments taken online and in person.	Online payments strongly encouraged
Standard cleaning during and after the last class of the day.	Cleaning and sanitizing before, during, and after classes.
Most classes held indoors.	Classes moved outdoors or into a larger classroom when weather permits.
No PPE required	Masks required for ages 10+ with breaks allowed when seated and social distanced $\geq 3'$ apart
Only sick child with symptoms sent home (usually with parent)	Sick child, parent, and siblings asked not to attend and sent home if symptomatic on campus.

Please note that leaders will **not** be required to wear face masks while teaching but will be asked to wear face shields. Several children, especially our young infants and toddlers, do not respond well to the masks. These masks also obscure facial cues and can hinder social-emotional development in our children.

NEW ARRIVAL PROCEDURE:

We are now implementing new arrival procedures.

- Park 5 minutes before your assigned check-in time. Remain in your vehicle until check-in time.
- Wear a face mask when approaching campus.
- One family stands per ground-spacing sticker.
- Each person will have a no-contact temperature check while sanitizing hands.
- Each person must have a lanyard (nursery children will have a sticker on the back of their clothing) to be on campus and attend any class. This sanitized identification tool is available at check-in each week.
- A volunteer member will screen each family member by asking screening questions and completing a no-contact temperature check:
 - 1) Has anyone in the house been sick?
 - 2) Is anyone in the household currently being tested for COVID-19?
 - 3) Have you traveled outside of the Lowcountry area?
 - 4) Has anyone in the household been exposed to someone who tested positive for COVID-19?

Volunteers will be required to refuse entry to any person with a fever of 100.4 or higher or is exhibiting shortness of breath or cough. We highly recommend taking your family's temperature before leaving home.

- Once you and your family have been screened and are clear to attend, go directly to their first classroom(s) to be checked in for class.
- Once in class, students will be provided with restroom access to wash hands with hot water and soap.
- Allow yourself an additional 5-10 minutes for check-in to be completed.

WHO SHOULD WE EXCLUDE?

Any child or volunteer with:

- Known COVID-19 diagnosis (until at least 72 hours of no fever without using fever-reducing medications, AND at least 10 days after the start of symptoms, AND symptoms are improving)
- **Fever (temperature $\geq 100.4^{\circ}\text{F}$ or 38°C)**
- Cough or shortness of breath
- Other signs of illness, such as flushed cheeks, rapid breathing or difficulty breathing (without recent activity), fatigue, or extreme fussiness.
- Note, this is in addition to other conditions in the LTL Handbook.

Learn Together Lowcountry reserves the right to make exceptions as needed on a case by case basis and at the discretion of the director or board, following current DHEC, CDC and DSS recommendations.

STOP DISEASE

MORNING HEALTH CHECK

Signs to Observe:

- General mood and changes in behavior
- Fever or elevated body temperature
- Skin rashes, unusual spots, swelling or bruises
- Complaints of pain and not feeling well
- Signs/symptoms of disease (severe coughing, sneezing, breathing difficulties, discharge from nose, ears or eyes, diarrhea, vomiting etc.)
- Reported illness in child or family members

Use all of your senses . . .

- **LOOK** - for signs
- **LISTEN** - for complaints
- **FEEL** - for fever
- **SMELL** - for unusual odor

California Childcare Health Program
cchp.ucsf.edu

Rev. 04/2008

What if a family member has been sent home for having a temperature?

Family must remain home for 72 hours fever free WITHOUT the aid of medication before they can return.

What if someone in my household has traveled outside of the Lowcountry?

We will be defining the Lowcountry as Bluffton, Hilton Head, Okatie, Beaufort, Ridgeland, and Savannah GA area.

**** PLEASE AVOID HOUSEHOLD MEMBER TRAVEL TO ANY HOT SPOTS ****

If you have traveled outside of the Lowcountry, please inform us via email and we will have to review your ability to attend on a case by case basis based on the current “hotspots” during your travel. Should ANYONE IN THE HOUSEHOLD need to travel to any hot spots, we might require that your family remain home for 10 days to ensure no symptoms are present.

What if someone in my household is currently being tested for COVID-19, has been exposed to someone with COVID-19, or test positive for COVID-19?

Please immediately inform LTL and have your family remain home until results of tests are received. If your family or a family member has been exposed to COVID-19, please have them remain home for at least 14 days to ensure no symptoms are present before returning them to classes.

Children who tested positive should remain home until at least 72 hours fever free, without the aid of medication, AND at least 10 days after symptoms started, AND symptoms are improving.

Can siblings attend while brother/sister has tested positive or possibly been exposed to COVID-19?

No. Learn Together Lowcountry should be immediately informed and will require that all household members quarantine for at least 14 days, while practicing isolation of the patient at home, before returning.



Can my child wear a mask while at LTL?

Children over the age of two will be allowed to wear fresh, clean masks at LTL that are clearly labeled. However, if a child is continuously touching their face or adjusting their mask, the mask will be removed.

The CDC recommends that everyone 2 years and older wear a cloth face covering that covers their nose and mouth when they are out in the community. Cloth face coverings should NOT be put on babies or children younger than 2 because of the danger of suffocation. Children younger than 2 years of age are listed as an exception as well as anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.

No children will be allowed to wear a mask during outside play time per CDC recommendation.

BEST PRACTICES FOR STAYING HEALTHY

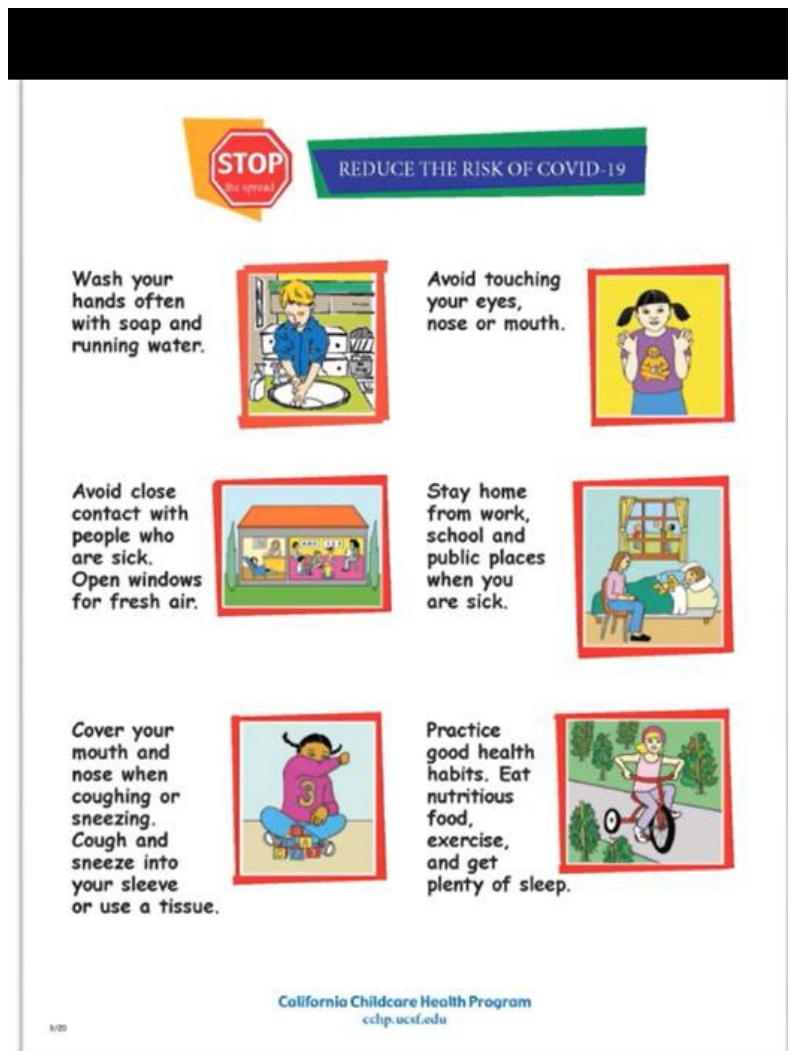
Should my child have playdates?

The key to slowing the spread of COVID-19 is to practice social distancing. While school is out, children should not have indoor playdates with children from other households. If children are playing outside their own homes, it is recommended that they remain 6 feet from anyone who is not in their own household.

How can I help my child cope with COVID-19?

Outbreaks can be stressful for adults and children. Talk with your children about the outbreak, try to stay calm, and reassure them that they are safe. If appropriate, explain to them that most illness from COVID-19 seem to be mild. [Children respond differently to stressful situations than adults](#). Try to be a little more patient than usual if your child is acting out of character or pushing limits.

The CDC and several other organizations provide helpful information. Please see the director if you would like additional information. Also see helpful links included at the end of this manual.



PLEASE BE MINDFUL OF WHAT YOU ARE SAYING AROUND YOUR CHILDREN. IF PARENTS ARE ANXIOUS, CHILDREN WILL BE ANXIOUS. It is important that we not just keep our children safe from COVID-19 but that their emotional wellbeing is also prioritized.

COVID-19 PAYMENT POLICY

Payment is due regardless of attendance or absences due to illness. Payments for events, special lunches, t-shirts, and other a la carte costs should be paid via LTL PayPal. A PayPal account is not required to complete this transaction.



PROTOCOL IF AN ENROLLED FAMILY MEMBER TESTS POSITIVE FOR COVID:

Learn Together Lowcountry is taking every precaution for this setting to prevent the spread of COVID-19. We have zero control over what our children are exposed to outside our campus and must rely heavily on the honesty, cooperation, and responsibility of our parents. Should a child test positive for COVID-19, we will IMMEDIATELY inform parents via an Exposure Notice. We may also inform DSS and our local DHEC, who will make contribute to the determination at that time whether LTL will temporarily suspend classes. At the present time, there is extremely limited information available as to what we can expect from local authorities if a student tests positive. Parents should be prepared that Learn Together Lowcountry **might have to close temporarily without notice for 7-14 days** until local authorities have determined the best course of action. This action will also be required should we be left with less than the minimum number of volunteers required to hold our program. **Please take this information into account when planning for your family.**

WHEN TO SEEK MEDICAL ATTENTION FOR A FAMILY MEMBER:

If you have any of these emergency warning signs* for COVID-19, get medical attention immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all inclusive.

Please consult your medical provider for any other symptoms that are severe or concerning to you.

Symptoms of COVID-19

- Fever
- Cough
- Shortness of breath or difficulty breathing

Other symptoms:

- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Symptoms occur 2-14 days after exposure to infectious person

Call 911 if you have a medical emergency. Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

HELPFUL RESOURCES:

www.scchildcare.org

www.cdc.gov/covid-19

<https://www.scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19>