

COMMUNICATION BETWEEN FAMILIES AND CENTER

Marks of Excellence has developed a plan for communicating all necessary information to parents/guardians, visitors and education partners and vendors.

<p>Communication Modes</p>	<ul style="list-style-type: none"> ○ Brightwheels ○ Letters ○ Phone calls ○ Texts ○ E-mails ○ Website
<p>Objectives:</p>	<ul style="list-style-type: none"> ➤ Keep parents informed about the welfare of their child while in our care. ➤ Inform parents and staff about new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic. ➤ Keep parents and staff informed about scheduling. ➤ Encourage parents to follow CDC guidelines regarding face covering and social distancing. ➤ Inform parents of possible school closings. ➤ Visitors, vendors and partners will be informed prior to visiting the center of expectations and protocols. ➤ Keep parents informed in the event a hybrid program or remote learning needs to be implemented.
<p>Procedures:</p>	<ul style="list-style-type: none"> ❖ Phone calls will be made immediately followed by a text should a parent need to pick up their child. ❖ Information regarding updates will be sent to parents, visitors, partners and staff at least a day prior to changes taking place. ❖ Parents, staff, visitors, and vendors will be encouraged by signage or e-mails about following school protocol and CDC guidelines. ❖ Visitors and partners will be notified at least a day prior should their visit need to be rescheduled.

HEALTH AND SAFETY

The health and safety of our students and staff is our priority. Marks of Excellence is committed to enforcing all CDC and DOH guidelines and protocols to all who attend or visit our facilities. The following protocols and procedures will be in place for the duration of the pandemic as we resume operations.

Signage	<ul style="list-style-type: none">○ There will be signs and posters throughout the center to remind staff, students and visitors to wash hands, wear mask and keep social distance of 6 feet.
Temperature Monitoring	<ul style="list-style-type: none">➤ Temperatures will be taken and recorded for all prior to entering the center.➤ The vestibule will have a contactless thermometer to assess body temperature.
Attestation Form	<ul style="list-style-type: none">❖ All must fill out attestation form prior to entering our facilities daily.❖ A parent or guardian is responsible for completing daily screening on behalf of their children. One form per child.
Hand Washing	<ul style="list-style-type: none">❖ Staff, children and visitors are mandated to wash their hands after direct contact and after all activities throughout the day.<ul style="list-style-type: none">○ Signage encouraging hand washing and correct techniques.○ Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method.❖ Should a water station not be available for hand washing, hand sanitizer will be provided. (60% ethanol or 70% isopropyl alcohol) https://www.cdc.gov/handwashing/when-howhandwashing.html○ It should be noted that sanitizers are flammable and students must be monitored and supervised when using these.

<p>Positive Cases</p>	<ul style="list-style-type: none"> ○ In the event a staff member, child, visitor, partners or anyone who has been in our daycare test positive for COVID-19, the administration will notify state and local health departments. Also, we will cooperate with contact tracing efforts ○ Screening and Testing Guidance: ○ https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html
<p>Contact Trace</p>	<ul style="list-style-type: none"> ○ Contact tracing includes notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
<p>Social Distancing</p>	<p>All individuals on Marks of Excellence premises must maintain social distancing with appropriate face covering. Proper social distancing is defined as a six (6) feet separation between individuals or a (12) feet separation when required by regulation. Ensure six (6) feet distance between personnel unless safety or core function of the work activity requires a shorter distance.</p> <ul style="list-style-type: none"> ● Social distance separation will be denoted using tape or signs indicating six (6) feet of spacing in commonly used and other applicable areas of the building. ● In-person gatherings will not be allowed and we will use videoconferencing whenever possible. Essential in-person gatherings, such as meetings, will be held in open, well-ventilated spaces with appropriate social distancing among participants when possible. ● Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible. ● Staggered drop offs and pick ups will be put in place to avoid crowds.
<p>Personal Hygiene</p>	<p>Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. Hand hygiene includes:</p> <ul style="list-style-type: none"> ○ Use of paper towels where feasible ○ Use of no-touch/foot pedal trash can where feasible. <p>Using hand sanitizers should include:</p> <ul style="list-style-type: none"> ○ Signage should be placed near sanitizer dispensers indicating soiled hands should be washed with soap and water. ○ Placement of sanitizer dispensers should be located near entrances and throughout common areas where soap and water is not possible.

	<ul style="list-style-type: none"> ● Students and staff should sanitize hands as follows: <ul style="list-style-type: none"> ○ Upon entering the building and classrooms. ○ After sharing objects or surfaces. ○ Before and after snacks and lunch. ○ After using the bathroom. ○ After helping a student with toileting. ○ After sneezing, wiping, or blowing nose or coughing into hands. ○ Anytime hands are visibly soiled.
<p>Signs of Illness</p>	<ul style="list-style-type: none"> ➤ Should a child or staff member show signs of illness while in the center, he/she will be isolated to avoid transmission and sent home immediately. ➤ Children with cough or runny noses will not be allowed in the building to avoid transmission of illness.
<p>Building Cleaning</p>	<ul style="list-style-type: none"> ➤ A professional cleaning company has been hired to cleanse and disinfect all the rooms in the facility as well as front offices and lobby. ➤ Staff will be responsible for cleaning throughout the day as the space is utilized. ➤ Disinfectants must be products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and be appropriate for the surface. ➤ Signage will be posted as applicable.