Kindergarten Proctor and Play Program Disclosure Form and Fact Sheet

In order to operate as safely as possible protocols and procedures have been established based on guidance received by the following organizations:

- Centers for Disease Control and Prevention (CDC)
- Pennsylvania Department of Education (PDE)
- The Office of Child Development (OCDEL)
- Pennsylvania Department of Human Services (DHS)
- Carnegie Mellon University (CMU)

These policies shall remain in effect unless modified or rescinded by the program. By signing below, I acknowledge that I have read and agree with the COVID-19 Pandemic Operational Plan follows this signature page.

Parent’s/Guardian’s Signature

____________________________________

Date

____________________________________

Child’s Name

____________________________________
Kindergarten Proctor and Play Program

FACT SHEET
COVID-19 Pandemic Operational Plan

This temporary full-day program has been created for children currently enrolled in fully remote, mostly asynchronous Kindergarten. The program is best suited for children enrolled in Kindergarten programs with flexibility as to when children can log into lessons and/or complete assignments. Educators will connect with scheduled families about the program and their child’s kindergarten remote experience before scheduling occurs.

This Fact Sheet details the programmatic and operational framework that will be put in place to meet the CDC Guidance for providing safe environments during the COVID-19 Pandemic.

**Hours of Operation**
- The Temporary Full Day Proctoring Program will be open daily Monday through Friday from 8:00 a.m. - 3:30 p.m.

Drop off procedures add additional time to the daily routines. Daily health screenings occur during the drop off procedure. Please allot time in your schedule to accommodate this process.
- The drop off process will begin at 8:00 a.m. and ends at 8:30 a.m. Pick up time begins 3:00 p.m. and ends at 3:30 p.m. To avoid late fees, all children must be picked up by 3:30 p.m.

**Technology**
- **What to bring**
  - All devices and accessories that they need to participate fully in their school work. Each item should be labeled with the child’s name.
  - Headphones for all video conferencing or audio activities so as not to disrupt others in the room.
  - If available, fully charged portable power charger to insure uninterrupted work. If available, a spare battery would be a good idea.
  - Charging cable and electrical outlet adapter. The center will have surge protectors and electrical outlets available.
  - Any printed materials or packets of work that they will need to complete or use as reference. A printer will not be available.
  - Instructions on how to start up the device on their own, including their username and password. Please practice this at home as well.
  - Instructions on how to open the meeting software and connect to their classes. We suggest that you have that information available with you so your child can contact you if they forget their password. For security reasons, proctors will not have access to children’s usernames and/or passwords.
  - Any supplies needed during the course of the day such as pencils, pens, paper, etc.
• **Network access**
  - Prior to the first session, register your child’s device(s) on the Carnegie Mellon wireless network. You will need to use your Andrew ID and password to initiate the registration.
  - Once the device is registered, we recommend that you bring the device to campus and test the connection to confirm that the network is functioning and the child knows how it appears on their device.
  - Only wireless network access will be available. We are not able to provide wired connections to the campus network.
  - Due to school privacy protocols and COVID-19 safety considerations, proctors will be extremely limited in the technical assistance they are able to provide. Parents should be prepared to assist their child in troubleshooting issues with school or district support.

**Physical Distancing and Environment Modifications**
- All adults, while in the program and on campus premises, should follow Carnegie Mellon’s physical distancing policies. Staff members and parents should be mindful not to gather together at drop off and pick up locations.
- Only one parent will support their child(ren) during the drop off and pick up process. Your child will be greeted by a staff member and walked to the classroom. Parents are not permitted to enter the building. All adults and children will wear masks throughout this process.
- Physical distancing will be met through:
  - Classroom spaces will be arranged to encourage children to spread out through the room as much as possible.
  - Study areas are arranged to be six feet apart with children assigned to their own study area for the day and if attending on a continuing basis, will be assigned to that study area on a continuing basis.

**Personal Protective Equipment (PPE)**
- Children will wear a mask at all times (except during snack and mealtime) while in the facility and on facility premises.
- Families will provide two (2) labeled masks for their child(ren) and send them each day with the child.
- Staff will use the following PPE: gloves, masks, goggles/eye protection for health screenings, smocks for those proctors working with the youngest children, and non-contact thermometers.

**Daily Operations**
- **Daily Health Screening**
  - Morning drop off procedures will include a health screening process conducted by designated staff members that have been properly trained and will use the appropriate PPE, which may include a facemask, eye protection, gloves and a smock.
  - They will perform a visual inspection of each child for the following signs of illness:
    - Flushed cheeks
    - Rapid breathing, shortness of breath or difficulty breathing without recent physical activity
    - Fatigue
• Extreme fussiness
• Coughing
  o You will be asked four questions
    1. Has your child had a fever (100.4 or higher) within the past 72 hours?
    2. Has your child had potential symptoms of COVID-19 within the past 72 hours?
    3. Has your child taken any fever reducing medication in the past 24 hours?
    4. Has anyone in your household had potential symptoms of COVID-19 in the past 24 hours?
  o If your answer yes to any of the above questions, your child will not be able to attend for that day.
  o Temperature checks will be done using non-contact thermometers that have been properly cleaned according to the guidelines provided.
  o Training will be provided to staff that will be conducting the health checks.
  o In addition to the children, child care staff will receive daily health screenings.

• Drop-off and Pick-up Procedures
  o Parents will not be permitted to enter the facility beyond the designated drop off and pick up area.
  o Parents will wait for a turn in the drop off queue when arriving at the center. Wait times may be up to 30 minutes.
  o Only children and assigned staff are permitted in the classrooms.
  o Adults and children will be required to wear face coverings during drop-off and pick-up times.

• Managing Snack and Lunch Time
  o Parents will provide lunches and snacks for their child(ren) each day.
  o Food cannot be refrigerated or heated.
  o Drinks should be brought from home.
  o Guidance will be provided about allergies. The program is “nut free.”

Cleaning and Disinfection
• The program has developed a system for cleaning and disinfecting and has provided training for educators and staff on these procedures.
• These include:
  • Routinely cleaning, sanitizing and disinfecting surfaces and objects that are frequently touched, especially toys and games.
  • Cleaning objects and surfaces such as doorknobs, light switches, countertops, sink handles, bathrooms, desks, chairs.

Exclusion Due to Illness
• Families and staff must be aware of and follow Carnegie Mellon’s current return to campus guidance. Minimum Requirements to Return to On-site Work - COVID-19 Updates
• Exclusion will be based on the following:

<table>
<thead>
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<th>At least ONE of these symptoms</th>
<th>OR at least TWO of these symptoms:</th>
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<tr>
<td>• new or persistent cough</td>
<td>• chills</td>
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• shortness of breath
• new loss of sense of smell
• new loss of sense of taste
• fever of 100.4 (or higher)
• muscle pain
• headache
• sore throat
• nausea/vomiting
• diarrhea
• fatigue
• congestion/runny nose

• Children or staff members who meet the criteria for exclusion due to illness listed above (who are NOT currently identified as a close contact to someone who is symptomatic or has tested positive for COVID-19) may return to the program when one of the following is met:
  o Symptom-free for 72 hours without the use of medication.
  o Diagnosed with an illness/condition other than COVID-19, provided in writing by a healthcare provider.
• A negative COVID-19 test result will not affect the duration of exclusion.
• Staff will follow the same exclusion protocols.

Travel
Carnegie Mellon University is following the Allegheny Health Department’s COVID-19 Guidance for travel. Anyone who engages in out-of-state high-risk travel (this does not include commuting from home to campus across state lines), must self-isolate for 14 days prior to returning to campus. Children will not be able to return to the program until after the 14 day self-isolation is completed.

State or County Closure and Unexpected Closures Due to Exposures
• This situation is fluid and subject to change per state, other local authority, and program needs. It may mean unexpected changes and cause the Center to close for differing periods of time.
• Families will notify the program operator if you become aware of any person with whom you or your child have had contact exhibits any of the symptoms of COVID-19, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19.

For confirmed positive COVID 19-cases:
• Any staff member or child with a confirmed diagnosis of COVID-19 will need to self-isolate for a minimum of 2 weeks, and may only return to the facility when all the following have been met:
  o Resolution of fever without the use of fever-reducing medications
  o Improvement in respiratory symptoms (e.g., cough, shortness of breath),
  o Negative COVID-19 test result
  o Doctor’s release
• Upon the confirmed diagnosis of a child care staff member or child who has been in attendance at the facility, the facility will close for a period of 24 hours so that the facility can be cleaned and disinfected properly.
• Parents will be informed when there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of the Department of Health.
• Staff will be informed of positive COVID-19 cases.
• Any staff member or child identified as a “close contact” to another staff member or child who has tested positive will be contacted and asked to self-isolate for a minimum of 2 weeks without COVID-19 symptoms developing.

• The facility must report positive COVID-19 cases to the Department of Health. The facility must also report positive COVID-19 cases to the Pennsylvania Department of Human Services (DHS) and Carnegie Mellon University (CMU).

For individuals identified as a “close contact”:
“Close contact” is defined as being within 6 feet of the individual who tests positive for COVID-19 for a period of 15 minutes or more. It also means coming into direct contact with droplets from a COVID-19 positive individual. Persons who test positive are considered infectious 48 hours before the onset of symptoms. Persons testing positive but do not have symptoms are considered infectious 2 days after exposure (if known) or starting 2 days before test date (if exposure is unknown).