

Preschool Family COVID-19 Health and Safety Protocols
Updated 05/13/2022

Contents

Masks	2
Staff	2
Children	3
Vaccination.....	3
Screening, Physical Distancing and Hygiene.....	3
Screening:	3
Screening Staff upon Arrival.....	4
Travel.....	4
Screening Students Upon Arrival.....	4
Travel.....	4
Morning Drop Off	5
Physical Distancing Strategies.....	5
Daily Programming	5
Therapists	5
Additional Social/Physical Distancing Accommodations.....	5
Hygiene.....	5
Cleaning.....	6
Definitions	6
Woodfords Cleaner/Sanitizer/Disinfectant Product Information	6
Cleaning/Sanitization Protocol	6
Response to Exposure or Potential Exposure:.....	6
If a Student is or Becomes Sick.....	6
If a Staff Member Becomes Sick.....	7
If COVID-19 is Confirmed in a Student or Staff Member:	7
Criteria to Return to Work/School.....	7
Return to Work/School Criteria.....	7
Non-COVID Sick Days	8
Fully Vaccinated – CDC Definition.....	8
Close Contact Exposure	9
Students.....	9
Staff	10
If a Member of a Consumer’s Household Tests Positive for COVID-19.....	10
If Services are Provided in a Home Setting.....	11
If a Member of an Employee’s Household Tests Positive for COVID-19	11
Staff Training.....	12
Parent Information	12
Resources	12

Preschool Family COVID-19 Health and Safety Protocols **Updated 05/13/2022**

Woodfords Family Services has developed the following COVID-19 protocols to ensure the health and safety of all staff and students using directives and guidance from The Maine Department of Health and Human Services, the United States and Maine Centers for Disease Control & Prevention (CDC), the Occupational Safety and Health Administration (OSHA) and the National Safety Association (NSA). The recommendations regarding COVID-19 continue to evolve as experts learn more about the virus. As such, this document and the guidelines contained within are subject to change. All Woodfords protocols related to COVID-19 are reviewed regularly and updated as needed.

Woodfords Family Services is an essential service organization, and staff providing educational and behavioral health services to individuals with developmental disabilities have been identified as essential workers by the State of Maine. The role of essential service organizations and their workers is to ensure continuity of functions critical to public health and safety. Essential service organizations are expected to continue operations despite non-essential business shutdowns. Given that, essential workers are allowed and expected to continue working in COVID-19 related circumstances that non-essential employees in other fields are not, given appropriate precautions. All Early Childhood Staff are considered essential staff. Woodfords' protocols are written and updated in a manner consistent with the agency's status as an essential service organization.

Guideline Requirement for Parents:

We understand some of these guidelines are broad, open to interpretation and potentially inconvenient; however, it is our responsibility to follow CDC guidelines to the best of our ability. Those who disregard these guidelines will not be allowed to have their child attend the preschool until all guidelines are lifted and we are back to normal operations.

Masks: Masking mandates at Woodfords Family Services are determined by community transmission rates as reported by the Maine Centers for Disease Control (CDC). As recommended by the US CDC, Woodfords requires all staff working in counties with high COVID-19 transmission rates to wear Woodfords-issued medical grade face mask at all times when indoors. Woodfords will communicate with staff and families in areas identified as having high transmission rates regarding masking requirements.

Staff: Regardless of vaccination status and community transmission rates, all staff are required to wear a KN95 mask for the 10 days following a close contact exposure, and on days 6 through 10 following a diagnosis of COVID-19. No health screening or fit testing is required for use of a KN95.

If staff provide home-based services and a family requests that staff wear masks while in the home, staff must comply with the request.

Woodfords has implemented an N95 Respirator Protection Program. Use of an N95 is required in the preschool setting by staff designated to temporarily stay with a consumer who develops COVID-like symptoms during a service encounter. Use of an N95 or KN95 is required by Residential staff working with a consumer who has tested positive for COVID-19. No other staff are required to use an N95 at this time, but will be fit-tested and provided with N95 masks on request. All staff designated to wear

an N95 under qualifying circumstances or electing to do so must be cleared via a Health Screening, and fit-tested and trained in appropriate use and storage of the N95 by a Woodfords trained, designated fit-tester. Staff meeting this criteria may choose to wear a Woodfords-issued N95 at any time while working. Staff cleared and fitted for an N95 Respirator should have one available for use at all times, if it is a requirement for their position.

Children: Children attending school in high transmission areas are required to wear a mask if they are able to tolerate it. For those in medium and low transmission areas, please discuss with your child's lead teacher if you would like for your child to wear a mask or if you would like the teachers to be working on mask compliance.

Vaccination

In accordance with the emergency rule issued by the State of Maine, all health care workers in the state must be fully vaccinated against COVID-19 effective October 1, 2021. At this time, this requirement impacts only those staff working in our Residential Program. All other Woodfords staff are encouraged to get vaccinated (and boosted, when eligible) against COVID-19 and provide proof of vaccination to Human Resources.

Screening, Physical Distancing and Hygiene

Screening:

To decrease the risk of disease introduction or transmission, Woodfords requests that all staff, consumers and visitors self-screen for [signs and symptoms](#) of COVID-19, and observe recommendations/requirements for travel-related testing and quarantine. All staff are encouraged to self-monitor for COVID-like symptoms, and Woodfords requires that individuals exhibiting symptoms stay home.

According to the US CDC, symptoms of COVID-19 infection include:

- Fever (body temperature above 100.0 degrees Fahrenheit)
- Chills
- Cough (that cannot be explained by another health condition, i.e., allergies)
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache (that cannot be explained by another health condition, i.e., chronic migraines)
- New loss of taste or smell
- Sore throat (that cannot be explained by another health condition, i.e., allergies)
- *Congestion or runny nose (that cannot be explained by another health condition, i.e., allergies)
- Nausea or vomiting
- Diarrhea (that cannot be explained by another health condition, i.e., medication side effect, irritable bowel syndrome, etc.)

* Staff and consumers who present with no other symptoms beyond congestion/runny nose may work/receive services. Consumers will be monitored for additional symptoms.

Screening Staff upon Arrival

Persons who have a fever of 100.0⁰ (38.0⁰C) or above or other signs of illness will not be admitted into any Woodfords facility. Staff who present with symptoms when entering the facility or at any time during the day will be sent home immediately, regardless of vaccination status.

Travel

- Domestic – All staff are exempt from quarantine and testing following domestic travel, regardless of vaccination status.
- International
 - Before boarding a flight to the United States, travelers are required to show a negative COVID-19 test taken no more than 1 day before travel, OR proof of recovery from COVID-19 in the past 90 days.
 - Fully vaccinated staff are exempt from quarantine following international travel. However, they should monitor for symptoms and are required to get tested on day 5 following arrival back in the United States.
 - Unvaccinated staff must quarantine for 5 days following international travel and test on day 5. Quarantine is required regardless of test results. Staff required to quarantine must use earned vacation time during quarantine.

Staff who travel internationally and test positive for COVID-19 before returning to the United States must provide documentation of their positive COVID test, and will be exempt from both testing and quarantine.

Screening Students Upon Arrival

To protect the health and safety of all staff and students, it is critical that caregivers keep students home when they are sick. Information regarding the signs and symptoms of COVID-19 will be updated and distributed as needed. Persons who have a fever of 100.0⁰ (38.0⁰C) or above or other signs of illness will not be admitted into the preschool. Students who present with symptoms when entering the facility or at any time during the day will be sent home immediately.

Travel

- Domestic – All students are exempt from quarantine and testing following domestic travel.
- International
 - Before boarding a flight to the United States, travelers are required to show a negative COVID-19 test taken no more than 1 day before travel, OR proof of recovery from COVID-19 in the past 90 days.
 - Vaccinated individuals are exempt from quarantine following international travel. However, they should monitor for symptoms and are required to get tested between days 3-5 following arrival back in the United States. A negative test result is required to return to programming.
 - Unvaccinated students must quarantine for 7 days following international travel and test between days 3-5. Quarantine is required regardless of test results.

Students who travel internationally and test positive for COVID-19 before returning to the United States must provide documentation of their positive COVID test, and will be exempt from both testing and quarantine.

Morning Drop Off

- Self screening: Parents should screen for symptoms and take their child's temperature before leaving for school each morning. If they have a fever of 100.0 or above or other signs of illness, the child will not be admitted into the preschool and parents should inform the school that the child will be absent (see "Criteria to Return to School).
- Upon arrival at the school, please call (207) _____ if a staff member is not outside to receive your child.
- At this time, no parents/guardians are allowed in the building.
- Staff and children will sanitize their hands before entering classrooms.

Physical Distancing Strategies

Daily Programming

- The maximum capacity in any room is determined by square footage.
- Staff will maintain adequate distance from the student, staying close enough to maintain the student's engagement and no further than arms-length away.
- Staff will wear gloves during required times.
- At naptime, student's cots shall be as spaced out as possible.
- Students with hands on behavior plans will be assessed on an individual basis and staff may be required to wear protective equipment to implement the behavior plan, i.e. face shields for staff where students are known to spit or vomit, and gloves for work with students where body fluids are present.

Therapists

- Therapist will sanitize equipment between each student. Therapy items should be labeled for each student and stored in a specified area when not in use.

Additional Social/Physical Distancing Accommodations

- All family/provider meetings will continue via Zoom.

Hygiene

In order to prevent the spread of COVID-19 and other respiratory illnesses, staff and consumers should wash their hands often with soap and water. When soap and water are not immediately available, use of an alcohol-based hand sanitizer with at least 60% alcohol is acceptable.

Specific requirements include:

- Washing or sanitizing hands before entering the classroom, before and after meal times, after any cough/sneeze/nose blowing/etc., and after recess.
- Using gloves when changing diapers, sanitizing or disinfecting surfaces, or engaging in any task that may result in contact with any bodily fluids.
- Signage reminders stressing the importance of hand hygiene have been posted

Cleaning

Definitions

- **Cleaning:** Cleaning is removing visible dirt and grime from any surface. This can be done using mild soap and water. Personal Protective Equipment (PPE) is not required at this level. Cleaning visible dirt and grime must be completed before sanitizing or disinfecting can be completed to ensure the effectiveness of the disinfectant.
- **Sanitizing:** This process kills the majority of any contagion and in most settings is an appropriate level of the cleaning process for normal operations. This is accomplished according to the manufacturer's recommendations of an EPA-approved disinfectant cleaner according to the CDC recommendations. PPE may be required and is determined by the manufacturer recommendations, based upon application method.
- **Disinfecting:** This process kills all of the contagion. Disinfecting is accomplished according to the manufacturer's recommendations of an EPA-approved disinfectant cleaner according to the CDC recommendations. The need for PPE is determined by manufacturer recommendations, based upon application method.

Woodfords Cleaner/Sanitizer/Disinfectant Product Information:

Woodfords uses an EPA-registered and approved disinfectant. This product is a one-step cleaner, sanitizer and deodorizer. When used according to instructions, it is also an effective disinfectant. This product will be used according to the directions, including application and dry time, in order to ensure appropriate disinfection of surfaces when necessary.

Ventilation: Woodfords has installed air purifiers in all preschool locations. Additionally, window should be opened when temperature allows and it is safe to do so to increase ventilation as much as possible.

Cleaning/Sanitization Protocol:

- Facilities are cleaned once daily

Response to Exposure or Potential Exposure:

If a Student is or Becomes Sick

- Regardless of vaccination status, students who present with new symptoms that are not related to a known medical condition will be isolated immediately, provided a face mask/cloth facial covering (if over the age of two) and sent home with their caregiver.
- An isolation room will be identified in each preschool and used as needed.
- Space used to isolate a sick student will be cleaned and sanitized after the isolation room has been empty and ventilated for as long as possible.
- Designated staff will utilize Personal Protective Equipment (PPE), including an N95 mask, face shield, and gloves, when caring for a sick student.
- Parents are expected to pick up their student immediately if their student presents with symptoms. Immediately is defined as the time it takes the parent to drive from wherever they are to the facility.
- Other staff and students will remain in the room and thoroughly wash their hands.
 - Sanitization of all surfaces will occur.

- Staff and students may remain in the classroom and continue with programming, as long as they are asymptomatic and continue to pass screening protocols.

If a Staff Member Becomes Sick

- Regardless of vaccination status, staff who present with COVID-19 symptoms should notify their supervisor and leave immediately. If staff need to wait for transportation they should isolate and wear a medical mask in a designated area until transportation arrives.
- Other staff and students will remain in the room and continue with programming, as long as they are asymptomatic and continue to pass screening protocols.
 - All staff and students will thoroughly wash their hands.
 - Sanitization of all surfaces will occur.

If COVID-19 is Confirmed in a Student or Staff Member:

- All areas used by the sick person will be closed off.
- All families and staff will be notified of positive cases while protecting the confidentiality of the individual(s) involved. Close contact tracing is no longer required and will not be conducted following a positive case.
- In cases where a new COVID case is reported, Facilities personnel will coordinate efforts to clean and disinfect affected areas - this may include:
 - Opening outside doors and windows to increase air circulation in the areas.
 - Waiting as long as possible (up to 24 hours) before cleaning and disinfecting to allow respiratory droplets to settle.
 - Cleaning and disinfecting all areas used by the person who is sick, such as offices, bathrooms, and common areas.
 - If more than 24 hours have passed since the sick person visited or used the facility, disinfection is not necessary. Instead, routine cleaning and sanitization will continue.

Criteria to Return to Work/School

Return to Work/School Criteria

If staff/student calls in or becomes symptomatic with any of the COVID-19 symptoms listed above, and those symptoms cannot be explained by another health condition, then the following [criteria](#) must be met before he/she can return to the school environment:

- Children and staff with symptoms should be evaluated by their medical provider. Staff must consult with their medical provider and get tested within 24 hours of calling in or leaving work sick.
- Tests must be administered by Woodfords or a professional testing facility. Results of a home test will not be accepted to clear staff to return to work or students to return to programming.
 - If testing for COVID-19 is not recommended for the staff or child based on medical judgement, they may return to the work/school after they are fever free for 24 hours with no fever reducing medication. A doctor's note clearing the child to return to school is required. Woodfords may administer a test prior to the child entering the school.
 - If COVID-19 testing is recommended for the staff or child and results are negative, they may return after they are fever free for 24 hours with no fever reducing medication. A copy of the negative COVID test is required for both staff and students to

- return to the preschool. Woodfords may administer a test prior to the child entering the school.
- If COVID-19 testing is recommended and positive, staff and students should follow CDC guidelines for isolation, and not return until isolation is complete and the following criteria has been met:
 1. Twenty-four hours with no fever (without the use of fever-reducing medicine)
AND
 2. All other symptoms have improved (e.g., cough or shortness of breath)
AND
 3. For all Woodfords staff and for students who are mask compliant: 5 days following the day symptoms first appeared (day 6).
 4. For students who cannot wear a mask for the entire school day: 10 days have passed following the day symptoms first appeared (day 11).
 5. If staff refuse to be tested, they cannot return to work for a minimum of ten (10) days and must use their own vacation time. Staff may return after 10 days providing they meet the Return to Work protocol criteria above, including providing a doctor's note excusing the absence and clearing them for work.

NOTE: Those who have a positive COVID test but are asymptomatic may return to work/programming 5 days following the date the test was administered (day 6) if mask compliant, and 10 days following the test date (day 11) if unable to wear a mask for the entire school day except for during breaks for eating or drinking. When using a positive test result to determine return to work/programming time, day zero is the day the individual is tested, and day 1 is the following day.

Guidelines may change based on CDC guidance and the level of community transmission.

Non-COVID Sick Days

Staff – Staff who call in sick with an injury or illness that does not include COVID-19 symptoms do not need to consult with their health care provider or secure a doctor's note unless they are out for three or more days, or at the discretion of their supervisor when absences are excessive.

Students – Students who call in sick with an injury or illness that does not include COVID-19 symptoms do not need to consult their health care provider or secure a doctor's note to return to programming.

Fully Vaccinated – CDC Definition

As of December 27, 2021, the CDC's quarantine and testing guidelines were updated. New guidelines take into consideration recentness of primary vaccine and booster status when determining quarantine requirements.

Please note that staff and students are considered fully vaccinated only if they have:

- Completed the primary series of Moderna or Pfizer vaccine in the last five (5) months
OR
- Had the Johnson & Johnson vaccine in the last two (2) months
OR
- Had a vaccine booster

Per the CDC, any staff or students who do not meet the above criteria are not considered fully vaccinated and should follow the protocol for unvaccinated individuals.

Close Contact Exposure

The CDC defines close contact exposure as:

- Living in the same household as someone with COVID-19
- Providing care to someone with COVID-19 without proper PPE
OR
- Being within 6 feet of someone with COVID-19 for 15 minutes or more within a 24-hour period, cumulatively.

When calculating quarantine days, day zero is the date of the last close contact. Day 1 is the day following the last close contact exposure.

Students

The table below details testing and quarantine times for students who have experienced a close contact exposure, when the exposure is not from a member of the student’s household. Testing must be conducted by Woodfords or another professional testing facility. Mask compliance means the child is able to wear a mask for the entire school day, with the exception of during breaks to eat or drink.

Vaccination Status As defined on pages 10 & 11	Mask Compliance	Return Date/Requirements
Fully Vaccinated	Mask Compliant	Day 0 – No test required
Fully Vaccinated	Not Mask Compliant	PCR administered on day 5 following date of last exposure. Return upon negative test result.
Unvaccinated	Mask Compliant	Rapid or PCR test administered on day 5 following date of last exposure. Return upon negative test result.
Unvaccinated	Not Mask Compliant	PCR administered on day 5 following date of last exposure. Return upon negative test result.

Consumers who will not be tested may return to programming after quarantining for 10 days following the date of last exposure if they remain asymptomatic (day 11). A negative test is not required to return to programming.

Consumers who have tested positive for COVID-19 within the past 90 days may continue programming without interruption as long as they remain asymptomatic and undergo testing on day 5 following the last date of exposure.

Rapid testing may be done at Woodfords preschool locations. Parents should call to schedule. To find PCR test locations, visit <https://www.maine.gov/covid19/testing>

Staff

Essential staff who experience a close contact exposure may continue to work as long as they remain asymptomatic, unless the close contact is a household member (see “If a Member of an Employee’s Household Becomes Ill”). Regardless of vaccination status, staff must undergo testing for COVID-19 five (5) days after exposure. Staff may be asked to work remotely if possible until test results are in. The CDC recommends that exposed, unvaccinated staff continue to quarantine while at home for 5 days after exposure (do not leave your home, except to go to work), and continue to monitor for symptoms for 10 days. Vaccinated staff do not need to quarantine following exposure, but should wear a mask in all public indoor settings for 10 days. All essential staff should adhere to the following practices prior to and during their work shift for 10 days following the date of exposure:

- **Pre-Screen & Monitor for Symptoms:** As long as the employee does not have a temperature or symptoms, they should self-monitor using the screening questionnaire as a guide, and report the development of any symptoms immediately.
- **Upgraded Mask Use:**
 - All staff are required to wear a KN95 for the 10 days following a close contact exposure. No health screening or fit testing is required for use of a KN95.
 - If a staff member prefers, and has passed the health screening and fit test, they may choose to wear an N95 for 10 days following exposure.
- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace. Meal breaks should be taken alone for the 10 days following a close contact exposure.

If a previously asymptomatic staff become sick during the day, they will be sent home immediately, and the protocol for “If a Staff Member Becomes Sick” should be followed. Surfaces in their workspace should be cleaned and disinfected.

If a Member of a Consumer’s Household Tests Positive for COVID-19

The child may return to school if:

- The ill family member’s quarantine period has ended (at least 5 days following the either the onset of symptoms or the date the test was administered), no other family members have tested positive, and all other household members remain asymptomatic.
- Refer to table below for testing and quarantine requirements. When calculating testing and quarantine times when a household member tests positive for COVID, day 0 = the last day of the sick household members isolation period.

Vaccination Status As defined on pages 10 & 11	Mask Compliance	Return Date/Requirements
Fully Vaccinated	Mask Compliant	Day 1 – Rapid or PCR test required. Return upon negative test result.
Fully Vaccinated	Not Mask Compliant	PCR administered on day 5 following date of last exposure. Return upon negative test result.
Unvaccinated	Mask Compliant	Rapid or PCR test administered on day 5 following date of last exposure. Return upon negative test result.

Unvaccinated	Not Mask Compliant	PCR administered on day 5 following date of last exposure. Return upon negative test result.
--------------	--------------------	---

Consumers who will not be tested may return to programming after quarantining for 10 days following the date of last exposure if they remain asymptomatic (day 11). A negative test is not required to return to programming.

Consumers who have tested positive for COVID-19 within the past 90 days may continue programming without interruption provided they remain asymptomatic and undergo testing on day 5 following the last date of exposure.

If Services are Provided in a Home Setting

- All household members must provide documentation of a negative COVID test (rapid or PCR) administered no earlier than day 5 following their last date of exposure (day 6).
- If any household member tests positive, the protocol reverts back to day 0 and the household is required to test again following an additional five day quarantine period. (Those who have already tested positive are exempt from testing requirements). All criteria must be met before services can resume.
- Once services resume, caregivers should keep other household members at least six feet away from staff and the consumer for the duration of all service encounters for 10 days following the last date of exposure. Any household members that must come within six feet of staff during a service encounter must wear a mask.

If a Member of an Employee’s Household Tests Positive for COVID-19

Staff living with someone who has COVID-19 who meet the following criteria may continue to work and DO NOT need to quarantine outside of work:

- Fully vaccinated (as defined in “Fully Vaccinated - CDC Definition“ above) **AND**
 - remains asymptomatic **AND**
 - should still undergo COVID testing at day 5

OR

- Had COVID-19 illness within the previous 3 months **AND**
 - has recovered **AND**
 - remains asymptomatic

For staff who do not meet the above criteria:

- Staff are encouraged to have the household member evaluated by their healthcare provider.
- Until COVID is confirmed, essential staff may still come to work providing they self screen and remain asymptomatic. Regardless of vaccination status, staff should follow the protocol for working following a close contact exposure (including donning a KN95).
- If the healthcare provider does not recommend testing for the household member, staff should follow close contact exposure protocol for 10 days from onset of household member’s symptoms.
- If the healthcare provider recommends testing and the test is negative, staff may resume following everyday protocols.

In accordance with CDC guidelines, if a member of an unvaccinated staff's household tests positive for COVID-19 and the staff cannot isolate from that individual, the staff will not be permitted to work until **all** of the following conditions are met:

- The ill household member's quarantine period has ended (5 days from date of diagnosis or first symptom)
- 5 days have passed since the last close contact exposure (10 days from the household member's date of diagnosis or first symptom)
- All household members provide documentation of a negative COVID test (rapid or PCR) administered on day 5 following their last date of exposure (10 days following the ill family members date of diagnosis or first symptom)

If unvaccinated staff are able to *isolate from the ill household member, they should quarantine for 5 days following their date of last exposure, and be tested no sooner than days 5 from their last date of exposure. If the test is negative, staff may return to work following day 5 of their quarantine period. If staff tests positive, they should follow the Return to Work criteria.

*Isolation: According to the CDC, effective isolation requires the sick individual to stay in a specific "sick room" or area of the home at all times during their quarantine period, and use a separate bathroom, if available.

All staff returning to work following close contact with a household member who tests positive for COVID-19 should follow Close Contact Exposure protocol for 10 days following their date of last exposure.

Staff Training

New and returning staff will undergo training on agency safety protocols and working with consumers. These trainings include but are not limited to hygiene, prevention and response, as well as donning, proper use, doffing, and disposal of personal protective equipment such as gloves, N95 respirators, and face masks.

Parent Information

We are providing you with our School Protocols so that you can stay informed of safety measures being utilized in all early childhood programs. Parents will be given resources if they need assistance in accessing cleaning and sanitizing products.

Resources

For more information on symptoms of COVID-19, visit www.cdc.gov