

August 10, 2020

The Lamb's Workshop Reopening Plan Fall 2020

Last updated 8/10/20

Contents

A Word from the Lamb’s Workshop Board of Directors.....	3
Classroom Practices	4
Drop off and Pick up.....	4
Illness policy	5
Daily Health Screening	5
Step One: Health Assessment Questions.....	5
Step 2: Temperature Check	6
Step 3: Obvious Signs of Illness.....	6
Stay home and monitor your health.....	6
Chronic Conditions.....	6
Exposure.....	6
When someone has been exposed.....	7
When Should I Quarantine?.....	7
When someone develops symptoms at school	7
Social Distancing	7
Extra Activities	8
Mask Wearing	8
Sanitation Practices.....	9
How often will surfaces be cleaned	9
How often will toys be cleaned.....	9
How often will bathrooms be cleaned.....	9
Personal Belongings.....	9
Snack Policy.....	9
Hygiene Practices.....	9
Remote Learning	10
Cohort Quarantine	10
School wide closure	10
Tuition Discounts	10
Illness Policy-Signature Page.....	11

August 10, 2020

A Word from the Lamb's Workshop Board of Directors

Dear Parents,

The Board of Directors of The Lamb's Workshop would like to thank you for your support and patience as we navigate the uncharted waters of the Covid-19 Pandemic. We have been working diligently to develop a comprehensive reopening plan for fall. There are many considerations and guidelines to incorporate into our plan. As this is a fluid situation, we need to be flexible with our plans and be ready to change and adapt quickly should the need arise.

At this time, we are planning to reopen with in-person instruction with specific safety precautions and protocols in place. While we are striving to make the school experience as traditional as possible, our first priority is the health and safety of our students and our staff at Lamb's Workshop. In order to comply with the health and safety guidelines and recommendations from the CDC and NH Department of Health and Human Services (NH DHHS), it has been necessary to modify and change some practices.

Please review The Lamb's Workshop Reopening Plan Fall 2020 carefully. Some of the changes include a stricter sick policy with daily health screening for any symptoms of Covid-19. Enhanced cleaning and disinfecting of frequently touched surfaces will be in place to hinder the transmission of Covid-19. In addition, there are new procedures that focus on maintaining a safe physical distance. A new drop off and pick up procedure with staggered times will be put in place. Smaller class sizes will facilitate social physical distancing in the classroom and staying within a cohort to limit intermixing of groups. If you have any questions, please ask for clarification.

We ask you to join us in praying that the Covid-19 virus will be under control and that the pandemic will come to an end so we will be able to roll back the health and safety protocols. We pray that you and you families will stay healthy – physically, emotionally, and spiritually throughout the school year. Please pray everyone who works to make The Lamb's Workshop a safe, loving environment while sharing God's love through His Son.

In Christ's service,

The Board of Directors, The Lamb's Workshop

August 10, 2020

Classroom Practices

Drop off and Pick up

This year we will initiate a new drop off and pick up procedure. This will ensure that only children who are attending class are allowed access inside the building. In order to make the process go as smoothly as possible parents will be assigned a designated drop off location (the lower lot or the upper parking lot oval) and the classes will start and end on slightly modified schedules. Our goal is to reduce the amount of traffic in either lot and to allow for children to transition and get to their classrooms promptly.

The following Drop of Schedule will be put in place

8:05-8:15 AM Kindergarten (lower lot)

8:20-8:30 Mrs. Ek's Class (lower lot)

8:30-8:40 Mrs. V's Class (lower lot)

8:40-8:50 Mrs. Lavoie's class (lower lot)

8:50-9:00 KE Morning Arrival (lower lot)

12:05-12:15 PM Kindergarten (lower lot)

The Following Pick up Schedule will be put in place:

11:30-11:40 AM Kindergarten (lower lot)

11:30-11:40 Mrs. Ek's Class (upper lot)

11:40-11:50 Mrs. V's class (lower lot)

11:50-12:00 Mrs. Lavoie's class (upper lot)

3:00-3:10 KE dismissal (upper lot)

3:30-3:45 PM Kindergarten dismissal (lower lot)

Parents and other siblings should remain in the car, teachers will assist the children in and out. We would ask that parents wait until their child is in the building to pull away.

If a child is having a difficult time being dropped off in this manner, please contact the office and we will make alternative arrangements on a case by case basis.

If you are late, or miss your time slot, please call the office and we will arrange for someone to screen and accompany your child to their class.

August 10, 2020

Illness policy

The school has always had a strong illness policy and it is through the cooperation between parents and school staff that we will maintain a healthy environment. The foundation of this policy is to keep children and staff home if they exhibit **ANY signs of illness.**

If children/staff exhibit signs of illness (even mild) we will ask that they see their health care provider before being allowed to return to school. We would ask that parents provide a note from the doctor indicating that they are cleared to return to school and whether or not a COVID test was warranted.

The first step to this policy is parents conducting a daily health check/assessment before leaving their home.

Daily Health Screening

Step One: Health Assessment Questions

Has your child or a family member had any of the following symptoms:

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

Have you or a family member been exposed/diagnosed with COVID-19?

Have you or a member of your family traveled outside New England in the last 2 weeks?

Have you or a member of your family used public transportation (buses, trains, or planes) in the last 2 weeks?

If you answered yes to any of the following question's we ask that you keep your child home from school and consult your health care provider about your risk factors of COVID-19 and follow appropriate quarantine protocol.

August 10, 2020

Step 2: Temperature Check

Before entering the building, children will take part in a daily health screen. This will include a temperature check done by our administrative staff. If children's temperature is over 99.9 degrees, they will be asked to go home.

Step 3: Obvious Signs of Illness

Staff will also be looking for any signs or symptoms of illness. If that screener feels the child is too sick to attend or has obvious signs of illness, they will ask that they be returned to their parent immediately.

Children will also have a temperature scan before entering their afternoon enrichment classes.

It is incredibly important for parents to keep children at home if they are not feeling well. Please communicate to the office when your child is sick and will not be attending. You can call or email the office that the child is not attending and what their symptoms are. If your child has any of the above-mentioned symptoms (fever, runny nose, cough, sore throat, etc.) DO NOT HESITATE to call your health care provider.

We would ask that if anyone in the household develops symptoms that students be kept home for observation under the direction of their health care provider.

If a health care provider recommends a test, the child may return to school only after getting a negative result.

According to the CDC:

Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should not be allowed into the facility:

- a. Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and self-isolate at home following the instructions below.
- b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should self-quarantine for 14 days from their last exposure or return from travel.

Stay home and monitor your health

Chronic Conditions

We understand that there are children who may suffer from chronic conditions, like asthma or seasonal allergies, that cause COVID like symptoms. For these children, we ask that a Doctors note specifying their condition be kept on file at the office.

Parents can contact the office in to clarify what constitutes a chronic condition and when a doctor's note is needed to attend.

Exposure

The following section outlines what actions the school would take if/when a possible exposure to COVID happens. It is important to keep in mind that if an exposure was to happen the school's response will be coordinated with the local health department. The school would follow the guidelines and advice that

August 10, 2020

the health department suggests including cohorts that need to quarantine, classroom closure, or school wide closure and the duration of that closure.

When someone has been exposed

We will notify anyone via email and text message that has been in close contact with the person of the possible exposure.

This includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.

What counts as close contact?

You were within 6 feet of someone who has COVID-19 for at least 15 minutes

You provided care at home to someone who is sick with COVID-19

You had direct physical contact with the person (touched, hugged, or kissed them)

You shared eating or drinking utensils

They sneezed, coughed, or somehow got respiratory droplets on you

When Should I Quarantine?

If you or your child has been exposed, whether at school, or in the community.

Please take the following steps:

Stay home for 14 days after your last contact with a person who has COVID-19

Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19

If possible, stay away others, especially people who are at higher risk for getting sick from COVID-19

When someone develops symptoms at school

If a child should develop symptoms while at school, they will be isolated from the rest of the group and asked to wear a mask. The parent will be contacted immediately, and the Department of Health will be contacted to advise the school as to next steps.

Social Distancing

As a means of promoting space in our classrooms this year we are committed to reducing the number of students enrolled in each individual class. We will keep the number of children in each of our classes between 10 and 12. The classrooms will not intermingle or share activities even during outside play.

As recommended by the NH Health and Human Services Department, classrooms will be arranged to minimize close contact between students, including rearranging furniture and play spaces. Students will also have assigned seating in all the classrooms, so they are consistently sitting next to the same person.

We will create isolated groups or cohorts of children that only interact with each other and only with the same few staff every day. These “little flocks” help if the need to contact trace ever arises.

We will take extra steps to participate in small group activities and section off classrooms with our rolling divider walls at times in which children are at the tables or on the carpet (i.e. snack time, art time,

Last updated 8/10/20

August 10, 2020

morning meeting time). This means that the children will have the maximum amount of distance between them during those times when social distancing becomes harder to maintain.

We will continue to use the outdoor play equipment on a rotating schedule. This means that only the classroom group will be out on the playground at a time. The teachers will have the children hand sanitize before entering the playground and upon exiting.

It is important to realize that social interaction is a normal part of healthy interaction at this stage of childhood development. We will do everything we can to be proactive about separating children (only allowing a certain number to sit at tables, spacing play areas appropriately, having designated “stopping” spots in the hallway, etc.). We will continue to gently re-direct and educate children about personal space and boundaries in a way that does not add stress to their lives or to the classroom environment.

Kindergarten:

Our kindergarten program will be broken up into 2 sections with AM meeting from (8:15 to 11:30) and PM meeting from (12:15-3:30).

Kindergarten Enrichment:

We will offer a morning enrichment to our PM kindergarteners starting at 9:00 am. They will transition directly to their afternoon class after enrichment. We will also offer an afternoon enrichment to our AM kindergarteners starting at 11:30 when their morning class is over which will end at 3:00pm.

Extra Activities

At this time, we will have to suspend some of our extra special activities-including weekly music time with Mrs. Gamans and our fall field trips until we can find a way to participate safely.

We will still find a way to creatively participate in chapel (i.e. individual classes, or under the tent).

Mask Wearing

We will not require children to wear masks. We will support families in their decision to have their child attend school in a mask or to use their mask during designated indoor activities (i.e. carpet time). The child will be provided a sanitary place to keep their mask, and the teacher will remind them when to put it on. Children do need to be able to wear the mask appropriately, meaning in a way that keeps them safe and does not distract themselves or others. If the mask becomes a deterrent to learning, we will ask that they put the mask away, and let the parent know of our decision.

Our staff will not wear masks when they are able to maintain appropriate social distancing. Masks hinder children from seeing the teacher’s facial expressions, resulting in children being unable to receive critical nonverbal cues. Teachers and staff will wear a face covering when physical distancing is not possible, such as when they are working with a child one on one at the table, or when zipping up a child’s coat.

Any visitor entering the building will have to take part in the daily screening, as well as wear a mask the entire time they are in the building.

August 10, 2020

Sanitation Practices

The Lamb's Workshop has always strived to keep the health of our staff and students as a top priority. Prior to this pandemic staff were conducting daily health checks, were familiar with common signs and symptoms of infectious disease and working with the church sexton to coordinate cleaning.

How often will surfaces be cleaned

The schools will continue to work with church personnel to adhere to our schedule for cleaning and disinfecting frequently touched surfaces (including doorknobs and light switches). Tables and countertops will be cleaned and sanitized after each use and between activities, as well as at the beginning and end of the day.

How often will toys be cleaned

Teachers will rotate toys in the classrooms to limit what needs to be washed at the end of the day. Toys will be sprayed with disinfectant and left out to air dry every night.

Whenever possible teachers will provide individual toys or trays of toys to students. If toys are put in children's mouth or have been otherwise compromised, they will be taken off the floor and sanitized before they are placed back in their bin.

How often will bathrooms be cleaned

Bathrooms will be cleaned and disinfected every morning before classes start. Teachers will also disinfect after their group has finished using the large hallway bathrooms.

Personal Belongings

We are asking that children NOT bring a backpack this year. On the first day of school we will ask for a gallon sized Ziplock bag with a change of clothes and a rolled-up beach towel (for outside activities). We will return the items (in a sealed bag) if we have had to use the extra clothes.

Children will still need their coats and their winter gear once the weather requires it, but teachers will help them to put it on their hooks when they arrive.

Snack Policy

Children will be required to bring their snack from home for each class meeting. We will still issue a safe snack list to parents. We ask that the snacks be brought in disposable paper/plastic bags with the child's name on the front.

Those participating in the enrichment program can bring a lunch box with their name on it.

Hygiene Practices

Proper hand washing has always been modeled and encouraged at Lamb's. We teach units on germs and giving your cough/sneeze the "cold shoulder." We have found that these practices work best when they are also modeled and practiced at home.

All children, staff, and volunteers will engage in hand hygiene at the following times:

Arrival to the facility

Before and after preparing food or drinks

Last updated 8/10/20

August 10, 2020

Before and after eating or handling food

Before and after administering medication or medical ointment

After using the toilet or helping a child use the bathroom

After coming in contact with bodily fluid

After handling garbage

Everyone will wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Staff will assist and monitor children with handwashing to encourage them to wash thoroughly and for the correct length of time.

Remote Learning

Lamb's will do all that in can to promote the continuation of education should the school have to temporarily close due to health concerns.

Cohort Quarantine

If a cohort or classroom has to be quarantined (for up to 14 days) because of an exposure, Lamb's teachers will provide remote learning for those students.

School wide closure

In the event that the entire school is mandated to close, Lamb's will switch to a remote learning set up for our kindergarten, and an optional remote learning for our 4-year-old classes. These classes will include weekly worksheets, live lessons and meetings with teachers, online interaction, and art opportunities.

At this time, we do not feel that it is developmentally appropriate for 3-year old to participate in online learning as so much of their education comes through social interaction. In addition, during a school wide closure, enrichment will be canceled. No remote learning will be provided for the enrichment classes.

Tuition Discounts

If we switch to remote learning for a period longer than 14 days, parents will be given the option to withdraw their child from the program.

We will not prorate refunds for partial months of instruction, but we will make sure 1) not to charge the following month, and 2) to refund any months paid in advance.

For example, if we are able to meet the first two weeks in October but then have to close more than two weeks after that, we will not refund the money that parents paid for October. We will refund the November tuition that has been paid (as the child would not attend at all that month).

If we do have to switch to remote learning, parents will not be charged tuition for our 3 year old or enrichment classes.

Last updated 8/10/20

August 10, 2020

Illness Policy-Signature Page

Please read the following statements and initial next to each acknowledgement. This signature page must be turned into the office before your child can attend The Lamb's Workshop.

_____ 1) I acknowledge that I have read the Lamb's reopening plan thoroughly

_____ 2) I will adhere to the illness policy outlined in the reopening plan, including screening my child daily for symptoms and keeping my child home for the recommended amount of time should they become sick.

_____ 3) I will disclose my families travel plans to the office when they include plans to travel outside of New England.

_____ 4) The Lamb's Workshop is doing everything we can to be compliant with all regulations and ensure your safety. We have put in place preventative measures to reduce the spread of COVID-19, but we cannot guarantee that you or family members will not become infected with COVID-19. By participating in programs, services, and activities of THE LAMBS WORKSHOP, you agree to the following: On behalf of yourself and your children, you hereby release, covenant not to sue, discharge, and hold harmless THE LAMBS WORKSHOP, its employees, agents, and representatives, of and from all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating to your participation in our programs, services or activities. You understand and agree that this release includes any claims based on the actions, omissions, or negligence of this organization, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any such program, service or activity.

Parent Signature

Date