



# **PRESCHOOL OF THE ARTS**

## **COVID-19 Handbook**

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## **Overview**

The COVID-19 pandemic created an unprecedented global challenge, but Preschool of the Arts still strives to offer a vibrant, innovative and supportive learning community committed to child-focused exploration and creativity. We aim to meet this significant crisis with **love, compassion** and **understanding**. We believe children are capable. We value play as both means of developmentally appropriate learning and processing the world. We will continue to structure our curriculum around these constructs, while still incorporating ongoing best practices regarding COVID-19.

The following COVID-19 Handbook takes into account the guidance and recommendations of several health and safety related organizations. These are the agencies we defer to, ***in this order***:

1. [The Wisconsin Department of Children and Families](#) (DCF)
2. [Public Health Madison & Dane County](#) (PHMDC)
3. [The Centers for Disease Control and Prevention](#) (CDC)
4. [The Wisconsin Department of Health Services](#) (DHS)

Please note that new guidance emerges frequently from these organizations and sometimes these recommendations are not in alignment with each other. The leadership of PSA pays close attention to these developments and discrepancies and reserves the right to determine our own guidelines and procedures, when necessary. In some cases, our policies may be more conservative than the mandates put forth by these agencies in our ongoing effort to do what is in the best interest of the school.

This is an ever-evolving situation and we will do our best to keep the school community informed. If you have specific questions or concerns, please do not hesitate to contact the director. We all rely on each other for the health and safety of our whole community.

## **Limited Adults in the Building**

Generally, parents are not yet allowed in the building. Children are dropped off and picked up either at the front door or at their classroom's designated outdoor spot. If using the front door for drop off or pick up, your child will be escorted by their teacher or another adult. If you need to drop your child off or pick them up earlier or later than normal, please call the office and an administrator or teacher will meet you in the parking lot to pick up or drop off your child. Masks for parents/caregivers are not required during outdoor drop off/pick up.

Parents and caregivers are welcomed into the building by invitation from teachers or staff. Masking is required indoors.

## **Social Distancing & Face Masks**

PSA limits interaction between children in different classrooms. Classrooms can combine in limited groups.

Masks are required for adults and children over 2 years of age for two weeks after significant breaks (such as Thanksgiving, Winter Break, Spring Break, and work weeks), or following positive cases in classrooms. The Executive Director will communicate mask requirements to classrooms. Aside from these

times, or as otherwise announced by the administration, masking indoors will be optional for both children and staff. If parents would like their child to remain masked, they can communicate this with their child's teachers. Children age 2 and up are required to bring in their own mask each day and have extra masks at school in case the primary mask gets soiled. PSA has spare masks in the event that a child forgets their mask or uses all their extra masks.

Children and teachers may remove their masks when eating and drinking and, if necessary, when communication cannot be achieved through other means. Children do not wear masks at rest time.

Masks are not required outdoors.

### **Travel**

If your family chooses to travel, please refer to the most recent recommendations from the local Department of Public Health, DCF and the CDC. Inform the director that you are traveling. **People (including children)** who travel by public transportation (planes, buses, etc) are highly recommended to have a negative test (rapid antigen test is okay) prior to returning to school. Masking while on public transport is highly recommended.

### **Cleaning Procedures**

All staff will follow a two-step cleaning process: clean (either with soap and water or a hydrogen peroxide based cleaner) then disinfect. Heavy traffic items such as doorknobs will be cleaned throughout the day.

Children and staff will be required to wash hands often including, but not limited to: upon arrival, before and after handling food, before and after handling medicine, before and after diapering, before and after using the bathroom or helping a child in the bathroom, after coming in contact with bodily fluid, after playing outside.

### **Sick Children and Staff**

Anyone with symptoms of COVID-19 should call their physician, and follow the physician's recommendations for testing and/or for care. Please check the Public Health website if you are unclear as to whether your child's symptoms are typical of COVID-19.

If the physician recommends COVID-19 testing or you have arranged a test yourself, your child must have a **NEGATIVE** test before returning to school. The parent/caregiver must notify the administration that the child is being tested. If a child has a pending test, the child is not allowed to return to school until the results are received **AND** reported to the director. There are no exceptions.

If the test is positive, please inform the director. The director will confirm your return to school date, based on the onset of symptoms. Even if the child has not been at PSA during their positive test result (during breaks, for example), it is important to inform the director that your child tested positive and when that occurred.

### **In Case of Positive COVID-19 Tests**

If a staff member or child attends school while positive for COVID-19, the classroom(s) will be notified via email. The email will include any pertinent details, such as if and when masks will be required in the classroom. PSA reserves the right to close classrooms after positive cases, but will typically not close a classroom after a solitary positive case. Testing may be required to return. PSA has rapid tests available.

### **Primary Exposures**

If a child has been exposed to a friend or family member who tests positive, please contact the director. The director may require quarantine based on the date of exposure and whether the exposure is ongoing. Negative test results may be required prior to return to school.

### **Extended Closure**

In case of a closure of a classroom, classroom pod, or hallway, PSA will enact the following:

1. The director will notify the affected classrooms of the exact reasoning for the closure, a potential timeline, and send a plan of action including when the room(s) is expected to reopen;
2. The director will update the [PSA COVID Dashboard](#) for the school's reference with details about the last date at PSA and the classroom closure dates, as applicable;
3. PSA will follow the Dane County Public Health guidelines for reopening;
4. The closed classroom(s) will undergo extensive cleaning and disinfecting;
5. Families will be informed if there are any new procedures or protocols that need to be enacted, including if negative test results are required to return to school and/or if masking is required.

### **COVID-19 Policy Compliance**

PSA reserves the right to terminate the contract with no notice of a family who does not comply with the rules and regulations set forth by this handbook, addendums or for any other reasons that may negatively impact PSA or its employees. If PSA terminates a family's contract, that family will forfeit their deposit.

PSA reserves the right to update COVID-19 guidelines as needed and as CDC, Public Health or DCF guidance changes. PSA will continue to consult with notable physicians in conjunction with new guidance to make sure that our policies fit the needs of the PSA community.



# Symptoms

I have developed symptoms (see below) of COVID-19, **what do I do?**

## STAY HOME IF YOU HAVE SYMPTOMS.

A COVID-19 test is required to return to school. An antigen test, if available, can quickly tell if you are positive.

### My Test Results Are...

#### POSITIVE

Follow the **Tested Positive** Flowchart guidance.

#### NEGATIVE

Come to school when symptoms have improved, and fever is gone without the use of fever reducing medications for 24 hours. Wear a mask around others at school and in the community.

COVID-19 and the common cold have many overlapping symptoms. With the high levels of COVID-19 in the community, one should assume that symptoms are related to COVID-19 and get tested. Symptoms that could indicate COVID are:



**Cough** (new onset or worsening of chronic cough)

**Shortness of breath** or difficulty breathing

**Sore throat**



**Fever** or chills

**Muscle pain** or body aches

**Headache**

**Fatigue**



**Congestion** or runny nose

**New loss** of taste or smell

**Nausea, vomiting,** or diarrhea



# Tested Positive

I have tested positive for COVID-19, what do I do?

**STAY HOME for 5 days from onset of symptoms or positive test (whichever comes first).**

**Isolate for 5 days followed by wearing a well-fitting mask while at school and in the community for days 6-10.**

On day 5, have my symptoms largely improved, is my fever gone or am I symptom free?

**NO**

Continue isolating for **5 more days**. You can return to school earlier if symptoms improve and you are fever free for 24 hours without fever reducing medications.

**YES**

We **recommend** a COVID-19 antigen test on day 5, stay home until you have your results.

**My test result is...**

**POSITIVE**

Continue isolating for **up to 5 more days**. You can return to school earlier if symptoms improve and you are fever free for 24 hours without fever reducing medications.  
(must have a negative PCR test)

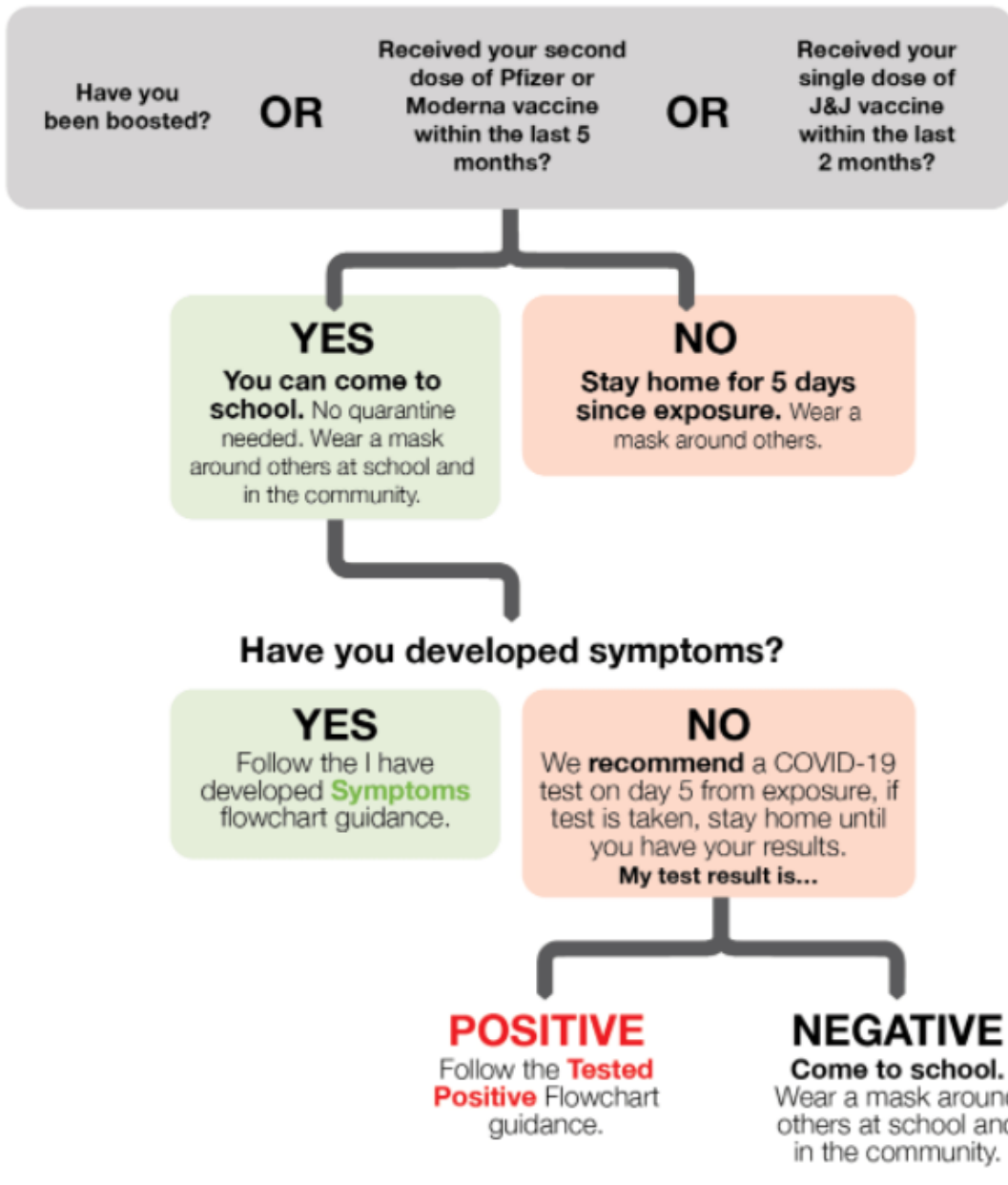
**NEGATIVE**

**Come to school.** Wear a mask around others at school and in the community.

# Confirmed Close Contact



I am a confirmed close contact to someone with COVID-19, what do I do?



By signing below, I certify that I have read PSA's COVID-19 policies. I agree to follow the policies as they apply to me. I further acknowledge that these policies are subject to change, and I agree to continue to follow the policies as outlined by the school. Failure to follow policies outlined in the COVID Handbook above or otherwise communicated by the school, Emergency Response Task Force, and/or Director are subject to disciplinary action including disenrollment from the school.

Name: \_\_\_\_\_

Child(ren)'s Name(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_