

Safe Indoor and Outdoor Spaces

Revised Policies and Procedures in Response to COVID-19

Open Space Early Learning Center Agency Action Plan

In Response to COVID19



Please note, all procedures previously outlined in the Parent and Family Handbook still apply, except where they conflict with the new guidelines. In case of conflicting procedures, the ones outlined here take precedence. Open Space Early Learning Center reserves the right to edit or adapt the policies in this document, "Safe Indoor and Outdoor Spaces: New Policies and Procedures in Response to COVID-19" as the needs arise. The center will make all changes and additions available to all staff and families at the time these changes are made.

Operational Changes for Child/Staff Health and Wellness

- Open Space will be operating on reduced hours; 7:15 am to 5:15 pm.
- All staff and families will be asked to fill out a daily health screening prior to being admitted into Open Space. **If you are unable to answer "yes" to every question and receive the below message during check-in, you must speak with Open Space Leadership prior to entering the corridor as you may not be eligible for check-in.**
- **A negative Covid test is one of the requirements for re-admittance to Open Space if you are unable to answer "yes" to any of the health screen questions. You must check with Leadership about any additional requirements.**

Discuss with Provider

Please discuss your health screen with your provider to confirm it's okay to check in.

Cancel

Continue Check-in

- Children and staff will change into "school" shoes upon arriving at Open Space.
 - The family member who is dropping off/picking up must remove their shoes prior to entering the corridor.
- Open Space requires students, employees and other individuals aged two and older to wear a face covering to enter the facility. Masks will be required to be worn at all times, except while actively eating or sleeping.
- While it is difficult to maintain a distance of 6 feet from each other at all times in the school, Open Space is taking the following measures to maintain a safe and healthy environment in regards to maintaining our distance:
 - Classrooms will remain static (no mixing or changing of student makeup) however staff will have the ability to support classrooms across the center for the time being as advised by DCFS for moderate risk of Covid-19 transmission.

Safe Indoor and Outdoor Spaces

Revised Policies and Procedures in Response to COVID-19

Open Space Early Learning Center Agency Action Plan

In Response to COVID19



- Open Space will make every attempt to keep classrooms static and not use teachers in other classrooms to decrease the chance of exposure, unless needed to maintain ratios across classrooms.
- Open Space is adhering to and enforcing the City of Chicago’s Travel Advisory and the CDC’s recommendations for International Travel. Open Space will require negative tests and/or proof of being fully vaccinated for re-admittance after travel. For more information, please visit:
 - Chicago Travel Advisory:
<https://www.chicago.gov/city/en/sites/covid-19/home/emergency-travel-order.html>
 - Center of Disease Control International Travel During COVID-19:
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html>
- Your child may bring a backpack to school and infant families may leave a baby bag in the classroom. Please hang up your child’s backpack by their cubby in the corridor.
 - Strollers and car seats may not be stored at Open Space at this time.

Safe Indoor and Outdoor Spaces

Revised Policies and Procedures in Response to COVID-19

Open Space Early Learning Center Agency Action Plan

In Response to COVID19



Drop off and Pick Up Changes for Child/Staff Health and Wellness

- Masks are required for entry into Open Space for pick up and drop off.
- Only one parent/guardian per child is allowed entry into Open Space during drop off and pick up.
- Please check in your child *upon entry with your child and upon exit with your child* at the check-in/out station
- *Drop Off and Pick Up Procedures:*
 - To ensure we are all practicing proper social distancing and limiting exposure, only one family member for each child and classroom will be allowed inside Open Space at a time.
 - Markers have been set up on the sidewalk and we also encourage you to wait in your cars until the lobby is available for drop off.
 - After changing your child into school shoes and putting on booties or removing shoes, you may enter the corridor to drop off/pick up your child at their classroom door.
 - **Entry into the classroom is not permitted at this time.**

Safe Indoor and Outdoor Spaces

Revised Policies and Procedures in Response to COVID-19

Open Space Early Learning Center Agency Action Plan

In Response to COVID19



Facilities Improvements for Child/Staff Health and Wellness

- You may notice special air purifiers in each room and our common areas to help maintain optimal air quality by cleaning the air continuously.
 - We specifically choose these air purifiers as they are proven to trap all airborne pollutants and contaminants down to 0.1 microns in size, with COVID-19 being 0.125 in size.
- We have installed iWave's to our HVAC system
 - As the air flows past the iWave, positive and negative ions actively purify the supply air, killing mold, bacteria, and viruses in the coil and living space. The ionization process also reduces allergens, smoke, and static electricity, as well as controlling odors (cooking, pet, VOCs) and other particles (no more sunbeams) in the air without creating ozone or any harmful byproducts.

Safe Indoor and Outdoor Spaces

Revised Policies and Procedures in Response to COVID-19

Open Space Early Learning Center Agency Action Plan

In Response to COVID19



Illness Policy Changes for Child/Staff Health and Wellness

- General Illness Policy
 - We have very strict policies for sick children. We ask that you adhere to these policies and will not bring in sick children to expose the others. No one likes to miss work, but you don't want your child exposed unnecessarily either. For more detailed information about Open Space's illness policy, please refer to the Open Space's Parent and Family Handbook.
 - We strongly encourage all teachers and students to visit their primary care physician when they are feeling unwell. For most illnesses, Open Space requires that you are symptom free, medication free, and fever free for 24 hours prior to being able to return to Open Space.
 - If your child has been absent due to an illness, you must notify Open Space Early Learning Center and you must receive clearance from Open Space Leadership prior to being re-admitted to the center.
 - A doctor's clearance may be required in addition to clearance given by Open Space Leadership for a child to return to school, however a doctor's note does not provide automatic clearance for your child to return to school.
- Covid - 19 Illness Policy
 - Open Space must be notified of a positive Covid test within your household to ensure that proper return-to-school guidelines are followed.
 - If a student or staff member has symptoms of COVID-19, and it is determined by a medical provider that the individual likely does NOT have a COVID-19 infection, the student or staff member still needs to be tested and may only return to school if the following are met:
 - Documentation of a negative test for COVID-19; AND
 - It has been 24-hours with no fever (without fever-reducing medication);AND
 - Until 48 hours after diarrhea and vomiting have ceased; AND
 - Improvement of symptoms; AND
 - Only if the above criteria are met would Open Space accept a note from a medical provider documenting an alternate diagnosis if the student or staff member continues to be symptomatic for another reason besides COVID-19 infection (e.g., seasonal allergies, other viral illnesses).
 - All students or staff must provide a doctor's clearance with an alternative diagnosis if they are still symptomatic after a negative Covid-19 test, however for readmittance into Open Space AND symptoms must have improved or be resolved.

Safe Indoor and Outdoor Spaces

Revised Policies and Procedures in Response to COVID-19

Open Space Early Learning Center Agency Action Plan

In Response to COVID19



- If a symptomatic student or staff member does not get tested for COVID-19, CDPH does not recommend relying on a medical provider's note alone without a negative COVID-19 test result to allow a symptomatic student or staff member to return to school. COVID-19 cannot be ruled out by symptom history or clinical exam alone.
 - Open Space will be contacting the Chicago Department of Public Health in regards to return to school guidelines and requirements for any individuals who do not get tested for Covid-19.
- If a student or staff member tests positive and if the following are met, you may return to school. Open Space does require notification of the positive test so that we can provide accurate dates of return.
 - It has been at least 10 calendar days from the test date/onset of symptoms; AND
 - 24 hours with no fever (without fever-reducing medication); AND
 - Improvement of symptoms
 - Day of testing/symptom onset is day 0.
- For unvaccinated close contacts, Open Space will be enforcing a 10 day quarantine following an exposure. Exposure day is day 0.
 - Unvaccinated household members of the unvaccinated close contact may continue to attend unless the unvaccinated close contact becomes symptomatic. If the unvaccinated close contact becomes symptomatic, we ask that you inform Open Space immediately to discuss return to school guidelines.
- For close contacts who are up to date with their Covid-19 vaccination, there is no quarantine period required, as long as no symptoms developed during daily self monitoring. Open Space will be enforcing a negative PCR test on/after day 5 following exposure. Exposure day is day 0.
- For close contacts who are NOT up to date with their Covid-19 vaccination (meaning those who are eligible for their booster, but have not yet received their booster), individuals must quarantine for 5 days following exposure. Open Space will be enforcing a negative PCR test prior to return on/after day 5 following exposure, as long as no symptoms developed during daily self monitoring. Exposure day is day 0.
- Open Space does not accept at home Covid-19 tests. Only laboratory confirmed tests will be accepted.
- Student/Staff members will not be admitted to Open Space if there is a pending Covid test (PCR or Rapid).
- A PCR test is always recommended, but is required after a confirmed exposure.

Safe Indoor and Outdoor Spaces

Revised Policies and Procedures in Response to COVID-19

Open Space Early Learning Center Agency Action Plan

In Response to COVID19



- In most cases, a rapid test is acceptable, however in certain situations, a PCR test will be required. If you are unsure of which test you/your child needs, check with Leadership.