



COVID-19 Guidelines and Protocols 2022-23

1.) ENTERING AND EXITING

Arrival and dismissal sign-in and sign-out is completed through Transparent Classroom. Children arrive between 8:00 and 9:00 am and are admitted into the classroom by their classroom teacher after conducting Step 3 of the daily health screening.

Families that arrive after 9:00 am must call the office phone number (202) 291-2164 and wait until a staff member can meet them at the door to proceed with Step 3 of the daily health screening. Parents are not yet allowed inside the school.

2.) DAILY HEALTH SCREENING

Step 1 (via Transparent Classroom): Students and families will be asked about whether the student or someone in their household has experienced any of the following symptoms consistent with COVID-19:

- Fever
- Cough
- Nasal congestion
- Runny nose
- Sore throat
- Shortness of breath
- Diarrhea
- Nausea or vomiting
- Fatigue
- Headache
- Muscle Pain
- Poor feeding or poor appetite
- Loss of taste or smell
- Or any other symptom of not feeling well.

Step 2 (via Transparent Classroom): Students and families will be asked if they or the student have been in close contact with a person who has COVID-19 or a person who is awaiting COVID-19 test results. They will also be asked to confirm that the child did not take a fever reducer and is feeling well.

Step 3 (in person): School staff will visually inspect that each student for signs of illness. These symptoms include but are not limited to flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, and or extreme fussiness. Staff will use these markers to decide whether it is necessary to conduct a temperature check.

- a. Any student meeting a “Yes” for any of the above “ASK, ASK, LOOK” criteria in the program’s daily health screen will not be admitted. Families shall be instructed to call their health care provider to determine next steps. They will need to present a doctor’s note certifying good health to be able to come back to school.

3.) NON-MEDICAL (CLOTH) FACE COVERINGS

All adults must wear non-medical face coverings or face masks at all times while in the school building. We request that all adults dropping off children also wear face masks while on school premises.

4.) HYGIENE

a. Hand Hygiene

- i. De Colores Staff will ensure handwashing strategies. Washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing of nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, an alcohol based hand sanitizer that contains at least 60 percent alcohol will be used.
- ii. Hand cleaning supplies will be readily available in classrooms, bathrooms, and offices. Sanitizing stations will be set up outside and entrances/exits of offices and classrooms.
- iii. Students will wash or sanitize their hands when both entering and exiting a classroom or between activities.

b. School wide Hygiene

- i. De Colores will ensure we always have adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.
- ii. Meals will be served individually plated.
- iii. Shared supplies will be removed. All students will be supplied with their own materials in designated and labeled bags or bins.
- iv. De Colores will increase air circulation only where safe and possible.
- v. De Colores will have tissues readily available in classrooms; request that students sneeze into their elbow if tissues are not available.
- vi. Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- vii. Sharing of items that are difficult to clean or disinfect will be discouraged.
- viii. De Colores will keep each student’s belongings separated from others’ and in individually labeled containers, cubbies, or areas.
- ix. Toys, including those used indoors and outdoors, must be frequently cleaned and sanitized throughout the day.
- x. Toys that have been in children’s mouths or soiled by bodily secretions will be immediately set aside. These toys will be cleaned and sanitized by a staff member wearing gloves, before being used by another child.
- xi. De Colores will ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art

supplies or equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use (e.g. the chains or bank game).

- xii. Drinking fountains will be cleaned and sanitized, but staff and students will be encouraged to bring their own water to minimize use and touching of water fountains.
- xiii. Cleaning and Disinfecting: De Colores will regularly clean surfaces, toys and materials per [District guidance on cleaning and disinfecting](#) and the [CDC's updated guidance for childcare providers](#).
- xiv. Emphasis will be placed on regular cleaning and disinfection of high-touch surfaces, including but not limited to door handles, chairs, light switches, elevator buttons, toilets, and faucets.
- xv. At the end of each day, all classrooms will be disinfected using an electrostatic sprayer.

5.) MEALS: De Colores will serve catered meals following the physical (social) distancing and hygiene guidance.

- a. Students must wash hands before and after eating, and may not share utensils, cups, or plates.
- b. Staff must wash hands before and after preparing food, and after helping children to eat.
- c. Tables and chairs must be cleaned and sanitized before and after the meal.
- d. Food preparation materials which are part of the curriculum will not be shared between students. They will be placed in the dishwasher after first use and will not be available until it has been properly disinfected.

6.) EXCLUSION AND DISMISSAL CRITERIA: De Colores will adhere to the below exclusion and dismissal criteria.

- a. **Exclusion Criteria:** Students must stay home, or not be admitted, if:
 - i. The student has had a temperature of 100.0 degrees or higher or any of the symptoms listed above in the "Daily Health Screening" section of this guidance.
 - ii. Any member of their household is confirmed to have COVID-19.
 - iii. Any member of their household is awaiting COVID-19 test results as a result of possible contact with an infected person. Families awaiting test results done as a routine checkup can continue attending.
 - iv. Families should call their health care provider for further directions. If a student reports any of the above symptoms, or is confirmed to have COVID-19, the student **must not return to school until:**
 - 1. 24 hours after the fever has resolved **without the use of fever-reducing medication** (e.g., Motrin, Tylenol) and respiratory symptoms have improved; AND
 - 2. Per their health care provider or DC Health instructions. **A doctor's note will be required to be admitted back to school.** If any student has been in close contact with a person who is positive for COVID-19, then the student must not enter the facility until cleared by their healthcare

provider or have completed their quarantine period without becoming symptomatic or diagnosed with COVID-19.

3. For students that become ill at school, De Colores will immediately isolate the student from other students, notify the student's parent/guardian of the symptoms and that the student needs to be picked up as soon as possible, and immediately follow cleaning and disinfecting procedures for any area and materials with which the student was in contact.
4. If a Staff Member Must Take a Student's Temperature: they will do so safely, including with the use of barrier protection or Personal Protective follow [CDC guidelines Equipment \(PPE\) EXPOSURE](#).

7.) REPORTING, NOTIFICATIONS, & DISINFECTION

To ensure a clear and efficient process for communication the Executive Director Florencia del Villar will be the COVID-19 point of contact (POC). Ms. del Villar will be responsible for ensuring the below steps are followed in the event of a confirmed case of COVID-19.

- a. **Step 1:** In the event that a child or child's family member/close contact has tested COVID-19 positive they should contact Florencia del Villar at (202) 297-8846, their health care providers and DC Health. De Colores will then notify DC Health by emailing coronavirus@dc.gov
- b. **Step 2:** Communication to Families and Staff: De Colores will have protocols in place that protect the privacy of individuals and alert their families and staff to a COVID-19 case. Communication is to be completed, per DC Health directive and will include:
 - i. Notification to those staff and families of students in close contact with the individual and will state the the most up to date policies as stipulated by OSSE and DC Health
 - ii. Notification to the entire program that there was a COVID-19 positive case, those impacted have been told to quarantine, and all areas that the individual was in contact with will be cleaned, sanitized, and disinfected.
- c. **Step 3:** Cleaning, Sanitization, and Disinfection of Affected Spaces. In the event of a confirmed COVID-19 case, De Colores will immediately close the room(s) the COVID-19 positive individual was in once all students in that group have exited the school and follow [cleaning, disinfection and sanitization guidance from the CDC](#)
 - i. If seven days or fewer have passed since the person who is sick used the facility, follow these steps:
 1. Close off areas used by the person who is sick.
 2. Open outside doors and windows to increase air circulation in the area.
 3. Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle.

4. Clean and disinfect all areas used by the person who is sick, such as classrooms, bathrooms, and common areas.
5. If more than seven days have passed since the person who is sick used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

8.) Potential Exposures and Positive COVID-19 Cases

- a. If any child has been in close contact with a person who is positive for COVID-19, then the child should not enter the childcare facility until evaluated by their healthcare provider, or until they have completed their quarantine period without becoming symptomatic or diagnosed with COVID-19.
- b. If any student has been in close contact with a person who is awaiting a COVID-19 test result, then the student should not enter the childcare facility until the close contact tests negative. If the close contact tests positive, then they should seek guidance from their healthcare provider or DC Health.
- c. In the event that a childcare provider identifies a child who has tested COVID-19 positive, it is important for the childcare provider to establish a plan for COVID-19 exposures.
- d. In the event that a child or close contact of a child has tested COVID-19 positive they should contact the Executive Director Florencia del Villar at (202) 297-8846, their health care providers and DC Health.
- e. Staff or students diagnosed with COVID-19 should not enter the childcare facility until they have been cleared from isolation.
- f. De Colores will notify DC Health by emailing coronavirus@dc.gov with the following information:
 - i. "COVID-19 Consult" in the email subject line
 - ii. Name and direct phone number of the best point of contact for DC Health to return the call or Short summary of incident/situation
 - iii. An investigator from DC Health will follow-up within 24 hours to all appropriately submitted email notifications.
- g. In consultation with DC Health, De Colores will have a notification process in place to share the following with staff and parents:
 - i. Education about COVID-19, including the signs and symptoms of COVID-19
 - ii. Referral to the Guidance for Contacts of a Person Confirmed to have COVID-19, available at <https://coronavirus.dc.gov>
 - iii. Information on options for COVID-19 testing in the District of Columbia, available at <https://coronavirus.dc.gov/testing>
 - iv. DC Health will instruct De Colores on dismissals and other safety precautions in the event a known COVID-19 individual came in close contact with others at the facility.