



LBJ&C Head Start

Pandemic Handbook



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Pandemic

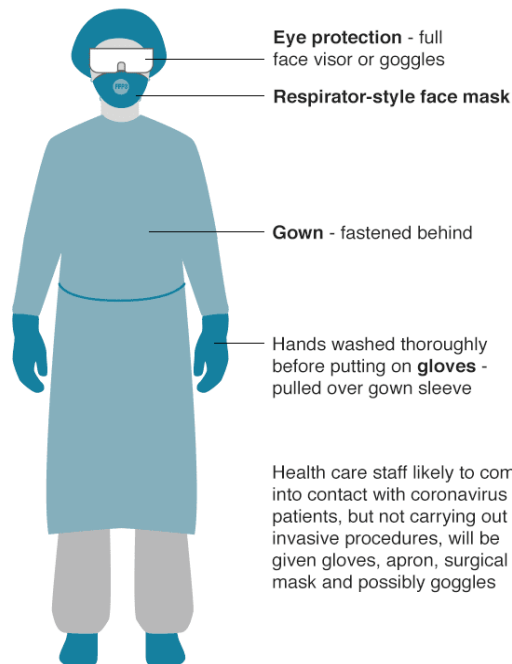
Pandemic is an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population. The World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak as coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for the disease. There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.



Personal Protective Equipment (PPE) - Personal protective equipment (PPE) refers to protective clothing, helmets, gloves, face shields, goggles, surgical masks, respirators, and other equipment designed to protect the wearer from injury or help prevent wearer exposure to infection or illness.

Personal protective equipment for health staff handling coronavirus patients

Full protective gear given to staff carrying out procedures likely to generate airborne droplets from mouth, throat or lungs



Health care staff likely to come into contact with coronavirus patients, but not carrying out invasive procedures, will be given gloves, apron, surgical mask and possibly goggles

All the equipment is disposable

Source: Public Health England

BBC

LBJ&C Head Start

Instructions and Additions to the Pandemic Parent Handbook

Hours/Days of Operations

L.B.J. & C. Head Start centers are open for children from 7:00 a.m. to 3:00 p.m., five days a week as noted in the Parent Handbook. Many of our children will be on virtual learning, because our class size is currently limited to ten children per classroom or because that is the model that their family believes is best for them. Attendance is extremely important when developing school readiness skills in children therefore if your child is participating traditionally and does not attend regularly, they may be placed into the virtual learning group so another child can attend traditionally. If your child is participating virtually and does not attend regularly, they may be placed on the waiting list so another child can attend and benefit fully from the Head Start services. In the event the Head Start centers had to close the center for a long indefinite period due to a local pandemic outbreak, we will offer virtual learning to all the children in the classroom.



Parent Drop-Off and Pick-Up

A designated staff member will greet each family outside the center beginning at 7 a.m. to welcome children/families and complete a health check prior to entering the center. A COVID Questionnaire will be asked, the child's temperature taken and documented. If the family answers "yes" to any of the questions in the Questionnaire or if the child has a temperature of 100.4 or above, the child will not be permitted to enter the center. If there are no issues with the Child Health Check, the parent will escort the child to the child's teacher assistant. The teacher assistant, acting as an agent to the parent/authorized release person, will print and sign the parent/authorized release person's name and initial signature in front of them. This is for the limited purpose of signing the child in or out. Example: Kevin Smith *Kevin Smith* by pm. The teacher assistant will guide the child to their classroom ensuring the child washes his hands upon entering the classroom. **Parents are encouraged to wait until 2:15 p.m. to begin picking up children to ensure time for their afternoon snack. All children must be picked up by 3:00 p.m.** Parents/guardians will be given two vehicle tags with the child's first name and classroom letter to keep in the vehicle to use for pick up. Staff will continue to ensure the family is on the approved list for pick up and verify family identity by asking to see a valid photo I.D. Any person on the child's approved list for pick up without a vehicle tag will need to bring their I.D. to the center's entrance for verification in order for the child to be released to their care to keep the car pick up line flowing. Once a person picking up a child is verified, the teacher assistant will be notified to bring the child to the front entrance. The teacher assistant, acting as an agent to the parent/authorized release person, will print and sign the parent/authorized release person's name and initial signature in front of them. This is for the limited purpose of signing the child in or out. A verified parent/authorized release person will be

responsible for placing the child in the vehicle. **Parent/Authorized release person picking up children outside of times between 2:15 pm – 3:00 pm should call the center to notify of arrival.**

Good Morning Health Check

Staff members will continue to conduct a morning health check on each child. This year the morning health check will include checking your child's temperature and asking parents a few short health questions. Children who have a fever of 100.4 (38.00C) or above or other signs of illness will not be allowed to attend or to remain at our center. We encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.



What to expect at the Health Check

A health check station will be set up outside at your child's center. It is always best to be outside in fresh air, so we hope to enjoy as many "outside" opportunities as possible-weather permitting. The staff will be wearing masks and gloves. Staff will use a non-contact (temporal) thermometer or alternate to check your child's temperature. To keep kids safe, the thermometer will be cleaned with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each health check. To speed up the health check process, staff who do not have physical contact with the child will not need to change gloves before the next check.

Staff doing the morning health check will confirm that the child does not have a fever, shortness of breath, or cough, and any other questions recommended by the center for disease control, which includes:

- Have you or your child been in close contact with a confirmed case of COVID-19 within the past 14 days?
- Is your child experiencing a cough, shortness of breath, sore throat, or stomach symptoms?
- Has your child had a fever in the last 48 hours? Have you had a new loss of taste or smell?
- Has your child had vomiting or diarrhea in the last 24 hours?

Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing, difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Since it is so easy to take the temperature, parents are welcome to have theirs checked also! If parents have a fever of 100.4 or more, we ask that they leave immediately and make appropriate plans for their child as they should not return to the center for 24 hours. Please work with us to keep this process safe, fast, and efficient. Children with any fever will be closely monitored, although the Center for Disease Control recognizes 100.4 degrees as an absolute stay at the home number for both you and your child. If you have a fever, please stay home with your child.

When does your child need to stay home?

Your child will need to stay home if they have any of the following ailments or symptoms

- Fever of 100.4 or above in the last 48 hours without the use of medication
- Shortness of breath/difficulty breathing
- Cough, sore throat, chills, muscle aches, loss of taste or smell
- Vomiting or diarrhea within the last 24 hours

- Contagious Illnesses such as flu, pink eye, ringworm, scabies, chickenpox, measles, Shigella, strep throat, measles, Impetigo, or other contagious diseases.
- Untreated head lice
- In need of a breathing treatment using a nebulizer (Due to COVID 19, we are unable to administer treatments using a nebulizer.)
- Unable to go outside and/or participate in class due to cold or another ailment



Parents, volunteers, and other visitors

After the morning health check, your child will be escorted to the classroom by one of our center staff members. At this time, parents, volunteers, and other visitors are not allowed to enter the classroom. If your child has separation issues, we will do everything we can to reassure your child. We are happy to work with parents on a plan to make this process easier for all. The Transition Specialist will be notified and available to provide additional services when needed. Parents will use face coverings if they enter the building space and be provided with a mask as needed. Parents must social distance at all times possible.

Sick Child

If your child begins running a temperature of 100.4 or greater, or if your child shows any symptoms of COVID, your child will be taken to an isolated area in the center to await pick-up. A staff member wearing personal protective equipment (PPE) will be assigned to stay with your child until you arrive for pick-up.

If your child becomes ill, we will contact you by phone so that you may pick up your child as soon as possible. It is very important that your emergency contact information is kept up to date. Please let your family service worker or other staff member know if there have been any changes in your contact information. If we are unable to contact you, we will begin calling the individuals you have listed on your child's emergency contact list. If you list a grandparent, uncle, aunt, cousin, friend, or neighbor, please make sure we also have their updated contact information. Please inform those listed on your child's emergency contact list that you have identified them as being able to pick your child up from school should they become ill.

When you arrive to pick up a sick child, call the center to let them know you are in the parking areas. The staff caring for your child will be happy to escort them to your car.

Positive COVID-19 Cases

We are required to report all positive cases of Covid-19 to the Tennessee Department of Childcare Licensing and the local health department. Should a child or staff test positive for COVID 19, we will send home a letter (hand-delivered or emailed) informing parents that someone at the center has tested positive. In the event that a staff or child tests positive for Covid-19, we will follow the guidance from the local health department and the CDC.

Close contact is defined by CDC as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

A household contact is an individual who shares any living spaces with a positive case. This includes bedrooms, bathrooms, living rooms, kitchens, etc. Household contacts must be quarantined after exposure to a case, regardless of whether the case is symptomatic. Household contacts must quarantine as long as they are exposed to the case, and for a 7-14 day period beyond their last exposure. If the contact can separate from the case within the home, then they are considered no longer exposed. Separation must include:

- The case must never be in the same room as household members.
- The case cannot share plates, cups, dishes or phones with household members.
- The case should have their own bathroom. If that isn't possible, the household must conduct daily cleaning.

If the contact cannot separate from the case within the home, the contact must quarantine for the case's (minimum) 10-day isolation period plus an additional 7-14 days. If a household contact develops symptoms of COVID-19, they become a case. They should begin isolation as a case and consider getting tested.

Anyone who is under quarantine and had additional close contact with someone who has COVID-19 will need to restart their quarantine.

We utilize the Releasing Cases and Contacts from Isolation and Quarantine document from the TN Department of Health along with their Health Quarantine & Isolation Calculator to ensure the latest quarantine & Isolation criteria is met.

However, children will need to complete the full quarantine period due to the inability to wear masks all day to keep other children and staff safe.

<https://www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/Isolation-QuarantineRelease.pdf>

<https://covid19.tn.gov/prevention/quarantine-isolation-calculator/>



Classrooms Strategies to Prevent the Spread of Covid-19

We have put measures in place to keep children and staff safe in the classroom. As we will only have 10 children in a Head Start classroom, there will be plenty of room for children to spread out and play. What a great chance for individual attention! Two staff members are assigned to each classroom and the children will be exposed only to those adults and those classmates, to the extent possible.

A few strategies we are putting in place include but are not limited to:

- Requiring all staff to have **daily health screening** before beginning their day. Staff with a fever of 100.4 and above or displaying COVID symptoms will not be allowed to remain at the center.

- Screening all children. **All children will have daily health screening** before entering the center. Children with a fever of 100.4 and above or displaying COVID symptoms will not be allowed to remain at the center.
- Adding tape on the floor to mark distances and using dividers to help children to be physically distant but stay socially connected.
- **We encourage the use of masks for children 3 years and up. When social distancing is not possible, all staff and visitors should wear a mask.**
- Providing each child with their own clear backpack of art supplies, playdough, and sensory items, encouraging children to use their own materials.
- Limiting the number of children allowed to play in a play center and sanitizing toys after each use to the extent possible. Per procedure, in the event that a child places a toy in their mouth, the toy will be added to the “yuck bucket” to be sanitized before being returned to the classroom.
- Continuing to assist children with handwashing. Hand sanitizer will be available at the front entrance. Hand sanitizer will be kept out of reach of all children.



- Spreading children out at mealtimes.
- Discontinuing family-style meals. All food will be pre-plated before being served to the children. We will no longer allow children to serve themselves at mealtimes.
- We will not be brushing our teeth at our centers this year. We do encourage parents to allow their child time for tooth brushing at home. We will be sending home reminders about the importance of promoting good oral health.
- Enjoying the outdoors! With fresh air and more space between children, the risk of COVID 19 goes down. Children and teachers will spend as much time outside as the schedule and weather will allow. Please dress your child daily for outdoor play.

Sign In/Out



The teacher assistant, acting as an agent to the parent/authorized release person, will print and sign the parent/authorized release person's name and initial signature in front of them. This is for the limited purpose of signing the child in or out. Example: Kevin Smith *Kevin Smith* by pm. Individuals who come to pick up children will **still need to be on the pickup list and bring a photo ID at the specified pickup time.**

Cleaning and Sanitation

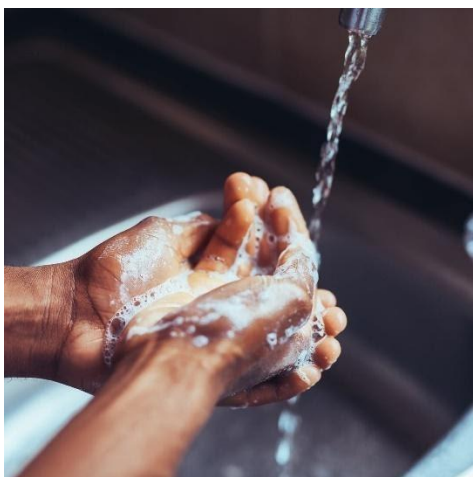
LBJ&C will continue to follow the Cleaning and Sanitation Checklist as we have followed in the past. The schedule calls for routinely cleaning, sanitizing, and disinfecting surfaces and objects that are frequently touched, especially toys and games. We will also be cleaning objects/surfaces such as doorknobs, light switches, keyboards, electronic devices, and other high-touch surfaces often, using the Center for Disease Control (CDC) guidance. We have temporarily removed small carpets and soft toys that cannot be easily cleaned from classrooms. We have selected an EPA approved cleaning product that will kill the Covid-19 virus and have additional products and/or dilution schedules for blood borne pathogens. All cleaning products are labeled and will be kept out of reach of children. It appears that COVID-19 is a real airborne danger and fortunately is relatively easy to clean on surfaces.



Hand Hygiene

LBJ&C will continue to teach children good hand hygiene. Teachers will assist children with handwashing. Our staff will continue to follow the [CDC guidelines for handwashing](#) along with other CDC recommendations to the extent feasible.

If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol may be used if soap and water are not readily available. Hand sanitizer does not take the place of good handwashing. However, we have placed hand sanitizer stations at the front entrance of our centers as an extra resource. Hand sanitizer dispensers and bottles will be kept out of reach of children.



Cloth Masks

Parents or other service providers - *If and when visitors or other service providers must enter the center, they will be required to wear a mask.* If you do not have a mask, a mask will be provided to you.

Children- *We encourage the use of masks for children over the age of 2 years.* We realize that children will likely be taking the masks on and off; playing with the masks, etc. Masks are an important part of keeping children and staff safe and virus free.

- Children will be offered a cloth mask.
- *Children will not be forced to wear a mask.* Children that remove their mask may store them in their cubby. Masks are removed during rest times and drinking and eating activities and stored in a labeled plastic bag.
- If a child uses his cloth mask, it will be washed daily. Routine laundry practices kill COVID and it is not necessary to wash masks alone. Parents do not need to send a mask to school with their child unless the child has a favorite mask. We will provide masks to all children ages 2 and up.
- Children who become ill will be more strongly urged to use a disposable mask while waiting to be picked up. If you call or text us when you arrive for a sick child, we will walk or carry the child to you.

Staff Members -Cloth masks will be worn by Head Start staff when social distancing is not possible. Staff members may step six feet away from children and other staff and remove their masks for a short period of time. Nutrition workers, center team leaders, and family engagement workers will not be required to wear a mask when working alone in their assigned work area (unless they prefer to) or are assigned some select tasks. They must keep a mask nearby to pop on when visitors arrive.

Center Closings



Our centers will **follow the local public-school schedule for closures due inclement weather.** LBJ&C will follow the recommendations of our local health department, state, and federal guidelines concerning closing due to COVID.

Parent Communication



Maintaining good parent/staff communication is key during this time. In addition to the programs listed below, we want to encourage parents to contact us at any time with their comments, compliments, or concerns. Contact information for the Head Start center and the management team is listed inside our parent handbook or you can reach the L.B.J. & C. Head Start Central Office by calling 1-931-528-3361.

Galileo

Galileo is our Pre-K online curriculum. It is our standards-aligned approach to providing developmentally appropriate learning opportunities for children. It is a fully integrated curriculum that links assessment, planning, individualization, and program outcomes. Parents can communicate with their child's teacher through the Parent Corner that allows parent input into the lesson plans and monitoring their child's progress.

Visit our Website

Parents are encouraged to visit our website at www.lbjc.org. In the past few months, we have added many parent resources. We have added many resources under the Resource for Families section. Check out the Education Resources for Children and Parent Guardian Resources tabs of our website where you can find COVID 19, Virtual Learning, and other beneficial resources. Please check back from time to time as we will be adding more resources in the near future.

Facebook

We want to encourage your family to send us a friend request and to "Like" our page on Facebook. We post new content to our Facebook page several times a week.

On Facebook, parents may also send us private messages with questions and comments. We will get back to you as soon as we can. Please feel free to tag us in pictures and posts. We love to see pictures and videos of our Head Start kids in action.

ClassTag

To support parent/teacher communication, we are excited to announce the addition of ClassTag. ClassTag is a free communication portal (Like Facebook but even more secure) that can be accessed through the web or from a free, downloadable App. Families can access ClassTag when they are invited by their child's teacher, and receive updates on what's happening at Head Start, view their whole class's story, and see a timeline of their own child's experiences in the classroom through pictures and videos. You will be learning more about ClassTag soon! We think you will love it- we do! Although we typically limit group pictures, we feel safe including some here (unless parents object) as the classroom shots are just for that classroom. Please refrain from reposting group pictures on other social media, and know that we don't have absolute control over this process! We do want you to have more information than ever about what is going on in our classrooms since for right now we can't have guests inside.

Virtual Learning

- Parents/guardians can access a video group time lesson for their child to view each day via ClassTag.
- Families will be provided the following curriculum and virtual resources:

Galileo Curriculum Activities and Storyteller: <https://galileo.ati-online.com/GalileoASP/ASPX/ParentCenter/ParentCenterLogin.aspx>

Second Step: <https://www.secondstep.org/covid19support>

GoNoodle: <https://app.gonoodle.com/login>

- Families will participate in weekly Virtual Learning Sessions with their child's teacher.



Grab & Go Meals

We will provide for the children Grab & Go meals.

- Grab & Go meals will be provided following the USDA guidelines. Meals will include fully cooked entrees that can be reheated, nutritious vegetables, fruit/fruit juice, cereal, bread, and cartons of milk.
- Virtual learners will have Monday (breakfast, lunch, snack), Tuesday (breakfast, lunch, snack) thru Wednesday (breakfast) meals ready for pick up between 9:00-11:00 on Mondays. Wednesday (lunch, snack), Thursday (breakfast, lunch, snack) and Friday (breakfast, lunch, snack) meals will be ready for pick up between 9:00-11:00 on Wednesdays. Virtual learners have 5 breakfasts, 5 lunches and 5 snacks served to them during a regularly scheduled school week. Menus will be provided in the family's preferred language.
- Staff may assist with meal distribution, on an as-needed individual basis. Should an entire center close due to COVID-19, Grab & Go meals will likely be interrupted. We will resume the meal service as soon as possible.
- In the event of a prolonged closure of Head Start, the parents will be informed through local media of times and locations that meals will be distributed through the public school system in each county.



Home Visits

Home visits are important because they help us get to know you and your child. They give your child's teacher a chance to see your child in the most comfortable place. Children are happier at the center if they have seen you and their teacher together first. Home visits are not an inspection. We want to visit all our families, so please think of home visits as a way to get to know each other. Our rules and regulations require these visits unless you wish to prohibit them.

This year, in order to ensure proper social distancing and provide extra ventilation, home visits will occur at the center, outdoors, if possible, or virtually if no outdoor setting is available.

Parent Teacher Conferences

We will continue to conduct two parent teacher conferences during the school year. Normally, our center staff meets in-person with each family to discuss goals and progress for both children and their families. This year, these meetings will occur virtually or in a way in which social distancing can be maintained.

Traveling Book Bags and Father/Male Role Read

Our Traveling Book bags will be suspended for a short period. Paper is not considered dangerous, and we hope to rotate books and resume loaning books in the near future. Both our Traveling Book Bag and our Father/Male Role Read programs will be done virtually until further notice. We will have eBooks listed with website information for parents to participate in ClassTag.



Parent Volunteers

Due to the restrictions of on-site visitors in our centers, we are encouraging alternate types of volunteering. Here are some ideas:

- Virtual Learning Volunteers: Families who are in the virtual learning group that is involved in Parent and Child activities (PACT) and assisting the children with the educational packets/web-based learning provided by Head Start is considered volunteer time. Therefore parents/guardians/caregivers should fill out an In-kind form and track the time spent on Head Start activities. These activities can be counted as volunteer hours.
- We need parent participants to be involved with parent groups, serve on advisory committees and the Policy Council.
- Parents can be of great help in keeping up with community resources and recruiting parents/children to become involved in the program. Please suggest postings for our social media and community resource lists.
- Assist educational staff in preparing materials to be used for activities with the children.
- Pick up your child's meals and educational packets.
- Provide virtual parent meetings and workshops.
- Donate material/supplies.

L.B.J. & C. Head Start will revise policies and procedures as the Center for Disease Control sends out new guidance based on science and best practices.

LBJ&C Development Corporation is an equal opportunity employer. We do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

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