



Baugo Extended Care's COVID-19 Policies

The health and safety of our children and staff are a top priority. In an attempt to mitigate the spread of this virus in our community, we would like to communicate some important changes with you.

The Indiana State Department of Health is working closely with our county health department and the Family and Social Services Administration (FSSA) to monitor the situation closely and is preparing guidance documents for health care professionals and child care providers to be able to effectively respond to any cases that may be identified in the State.

The following policies are specific to the Baugo Extended Care Program and are subject to change as the situation progresses. The Baugo Community School's COVID-19 Health and Safety Re-Entry Guidance will apply to our program as well.

Safety Precautions

We will make every intention to limit the spread of the COVID-19 virus by practicing these new policies.

Face Masks

Every child and staff member must wear a mask when social distancing is not possible. It is our intention to provide enough "social distancing" activities indoors and outdoors where face masks will not need to be worn often.

Social Distancing

We understand that social distancing does not come naturally to children or even adults. We have lots of fun ways to incorporate social distancing to make it as painless as possible.

Each child will choose an assigned "Space" in the cafeteria. This will be their space where they will store all of their belongings and possibly participate in some social distancing activities. The children will not need to wear masks while in their own "space".

Hand Washing

Hand washing and avoiding touching your face, eyes, nose, or mouth are important steps to avoid becoming sick or spreading germs. Hand washing is embedded into our routine many times throughout the day.

Children are encouraged to bring their own hand sanitizer to keep with them to use as needed between washing. Hand sanitizer dispensers will also be easily accessible to everyone at all times.

Water Faucets

Although water will be accessible, drinking fountains will not be utilized until further notice. We would recommend every child bring 2 full bottles of water. We will provide water in disposable cups when needed.

Health Checks

Students and staff should only come to BEC when they are symptom free. In addition, students and staff should stay home if they have been in close contact with someone who has tested positive for COVID-19.

Self-Screening

Parents and staff members should self-screen each day for symptoms of COVID-19. Any student or staff member exhibiting the following symptoms should not come to BEC. If they come to BEC, they will be sent home immediately.

- A fever of 100.4°F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

BEC Screenings

Upon drop-off, a staff member will conduct a health check on each child before their parent leaves. Additional screenings may be conducted throughout the day.

The BEC screening may consist of the following:

- Temperature check with a forehead thermometer and logging their temperature in the brightwheel app.
- Inquiring about the above mentioned symptoms

Exclusion from BEC

Anyone with a fever of 100.4° or above or other signs of illness will not be admitted into the building.

If a child or staff member becomes ill during the day with any of the above mentioned symptoms, they will be isolated and monitored in a separate space away from the other children and staff. A family member will be contacted and required to pick them up right away.

Return to BEC After Exclusion

Once a child or staff member is excluded from BEC, they may return if they satisfy the recommendations of the CDC. The guidelines currently are:

Untested-persons who have not received a test proving or disproving the presence of COVID-19 but experiences symptoms may return if the following three conditions are met:

- They have not had a fever for at least 72 hours without use of fever reducing medications
- Other symptoms have substantially improved
- At least 10 calendar days have passed since the symptoms first appeared

Tested-Symptomatic-person who experienced symptoms and has been tested for COVID-19 may return to school if:

- The individual no longer has a fever (w/o fever reducers)
- Other symptoms have substantially improved
- At least 10 calendar days have passed since the symptoms first appeared
- The individual has received two negative tests at 24 hours apart or been released by a medical provider or the health department

Tested Positive-Asymptomatic-person who has not had symptoms but tested positive for COVID-19 may return to school when they have gone ten calendar days without symptoms and have been released by a healthcare provider or health department.

Drop-Off & Pick-Up Procedures

In an effort to try to minimize risk by reducing the number of people coming in and out of the building, we will be asking families to wait outside for drop-offs and pick-ups.

- To save time, parents can message BEC through the brightwheel app with an estimated arrival time or upon arrival in the parking lot.
- BEC will be using Brightwheel's fully touchless digital check-in/out feature.
 - Parents will use their phone to scan the Brightwheel QR code taped to our entry door (A5) and follow the prompts until their child is "Checked in" or "Checked out".
 - Before completing the check-in process, parents will be required to self-screen each child again in the brightwheel app.
- A staff member will conduct a temperature check on each child upon arrival and record the temperature in brightwheel.
- Staff members will escort students in and out of the building.

*Touchless check-in/out requires the Brightwheel app to be downloaded on each drop-off/pick-up person's phone. If touchless is not possible, a staff member will provide our tablet to parents to check-in/out children. Please use hand sanitizer before and after each use.

Payments

Please submit payments online through Brightwheel or PayPal whenever possible.