

## COVID Emergency Plan

1. Please remember the importance of privacy (HIPAA) related to any issues with COVID or any other illness. You may not share information publicly about a student or staff member related to their health.
2. The director will keep abreast of the current state of the COVID virus in the community by daily review of public health data.
3. Preventive measures will be taken and/or encouraged daily. These include but are not limited to:
  - Washing hands often for at least 20 seconds at a time (children can practice to the ABC song) and if soap and water are unavailable use a safe hand sanitizer
  - Avoiding close contact of individuals by using social distancing of 6 feet (2 arm lengths) between people
  - Covering mouths and noses when necessary with a mask. Children may wear masks but no child under 2 should wear a mask. It is important that masks be clean when worn by any individual.
  - Sneezing and coughing into the corner (elbow bend) of one's arm or into a tissue that is subsequently disposed of in a trashcan. This should be followed by a complete hand wash.
  - Cleaning and disinfecting frequently touched areas **daily**.

Monitoring the health of all staff and children daily including morning temperature checks and COVID symptom checks.

4. The COVID positive cases within the school community will be considered case by case. The director will contact the Health Department and the Virginia Department of Social Services for recommendations that are up to date for the particular scenario that is presented.
5. If a staff member develops COVID symptoms:
  - If you are at home, you should contact the director and self-isolate at home. You should be in contact with your physician and watch for any emergency signs that you should report immediately to your physician. You should wait at least 10 days before returning to work if you are diagnosed with COVID and/or when your physician is willing to sign a note for your return.
  - If you develop symptoms of COVID at school, you should immediately leave the campus and return home. The classroom will be vacated by the students and other teacher until further notification is given by the director.
  - If you know that you have been exposed to COVID, you should notify the director and self-isolate for 14 days. If you have already had the COVID virus, you should not have to self-isolate. Ask your physician for guidance regarding this situation.
6. If a student or a family member develops COVID symptoms:
  - At home, the parent should contact the school director immediately.
  - The child should remain at home until the Virginia Department of Health is contacted and issues the proper procedure to follow.

- A student with COVID will be required to return to school with a doctor's notice stating that the child is well enough to be a part of the group and is symptom-free.
  - At the very least, if a student or a teacher in any class is diagnosed with COVID, that class will be closed for a deep cleaning and possibly a quarantining based on the recommendations of the Virginia Department of Health and the Virginia Department of Social Services. This could last up to 14 days.
  - If a child remains at home for a quarantine situation, the child should not attend another preschool or childcare during the scheduled quarantine.
7. A deep cleaning of the classroom or entire facility based on the recommendations of the Virginia Department of Health and the Virginia Department of Social Services will take place if necessary.
  8. Staff/teachers will regularly remind parents about handwashing procedures to practice at home, practicing healthy habits with coughing and sneezing, drinking from one's own water bottle, any other health and safety practices necessary for a healthy school year.

*Serving Charles City, Goochland,  
Hanover, and New Kent counties*

\*For test results, please call the  
nurse line at 804-365-3515

**CORONAVIRUS RESOURCES**

**For General Questions:**  
804-365-3340  
(Voice messages checked M-F 8:30am-4:00pm)

**chickahominycovid19@vdh.virginia.gov**  
OR  
**877-ASK-VDH3 (877-275-8343)**

For medical assistance, please contact  
your primary care provider or  
urgent care facility

More information:  
[www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)  
[www.vdh.virginia.gov/coronavirus](http://www.vdh.virginia.gov/coronavirus)  
<https://www.vdh.virginia.gov/coronavirus/covidcheck/>  
<https://www.vdh.virginia.gov/covidwise/>

