

## COVID Preparation Plan

| Scenarios   | Plan of action   |
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| If a student gets sick during school hours  | Staff must bring child immediately to the sick room and contact the office. Office must contact the Maryland Health Department (410-767-6500) and for further instructions. The child must be picked up immediately by a family member. The child may return only if they are symptom-free for at least 72 hours or with a doctor's note validating their return. In case of closure of class, the class teachers will provide online zoom content during that time and coordinate with the Director. All other classes will continue.                       |
| If a student confirms positive for COVID-19   | The class must shut down for at least 10 days and can only reopen that class based on the Maryland Health Department (410-767-6500). Parents will be informed and all students in the class must be picked up immediately.   |
| If a student fails the health assessment or shows signs of illness before drop-off        | The child cannot be admitted to school and can only return to school if he/she is 72 hours fever-free OR has a doctor's note validating the return.  |
| If a child is going away and returns to school  | The child must pass the health assessment. If the child fails, then he/she cannot be admitted and can only return after 72 hours fever-free or has a doctor's note validating the return. If the child passes, the child is admitted to school.  |
| If a parent who is a health care provider cared for a COVID-19 patient and is symptomatic | The child cannot attend childcare if anyone in the household has symptoms suggestive of COVID-19 or has a confirmed positive test result. The child should be quarantined for 10 days. The class will shut down and proceed to online zoom content. Office staff will contact Maryland Health Department (410-767-6500) for further guidance.  |
| If someone in the same household gets sick and shows signs of illness                     | The child cannot come to school and the family must inform the office. The parent must provide documentation that the adult has a different illness (i.e. common cold <i>and</i> TBD). The class does not need to close immediately unless the adult confirms a positive case of COVID-19. The child can return if the adult does not have COVID-19 and the child is fever-free without any symptoms for at least 24 hours.  |
| If a substitute (or visitor) gets sick and has recently been in a class                   | Office must contact the Maryland Health Department (410-767-6500) and wait for further instructions. If instructed to close, all classes that the substitute has been in contact with has to shut down and proceed to online zoom content. The office will inform the parents immediately. The class can return to normal once the substitute confirms with a doctor's note validating their illness or based on Maryland Health Department's guidelines (410-767-6500).   |
| If a teacher gets sick during school hours  | Office must contact the Maryland Health Department (410-767-6500) and for further instructions. If instructed, the class will be shut down and the parents will be informed. The sick teacher can only return with a doctor's note validating the return OR after two weeks. PTO will be taken during the sick teacher's absence as sick leave. The other classroom teacher(s) must provide online zoom content and coordinate with the Director. The class can resume based on the Maryland Health Department (410-767-6500) and the teacher's doctor note. |

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| <p><b>If an office staff gets sick during school hours</b></p> | <p>Office must contact the Maryland Health Department (410-767-6500) and for further instructions. The office staff must leave the building and the other office staff must contact the Maryland Health Department (410-767-6500) on guidance to closing. PTO will be taken during the absence as sick leave.</p> |
| <p><b>If teacher gets sick after school hours</b></p>          | <p>The teacher cannot come in the building and can only return if 72 hours fever-free OR with a doctor's note validating the return. PTO will be taken during the absence as sick leave.</p>  |
| <p><b>If office staff gets sick after school hours</b></p>     | <p>The office staff cannot come in the building and can only return if 72 hours fever-free OR with a doctor's note validating the return. PTO will be taken during the absence as sick leave.</p>   |
| <p><b>If our custodian gets sick during school hours</b></p>   | <p>The custodian must leave the building and the office staff must contact the Maryland Health Department (410-767-6500) on guidance to closing.</p>  |
| <p><b>If our custodian gets sick after school hours</b></p>    | <p>The custodian cannot be admitted to the building. The custodian can only return after 72 hours fever-free or a doctor's note validating the return.</p>  |

## COVID Preparation Plan (PARENT Payment Version)

| Scenarios   | Refund                   | Plan of Action   |
|---|--------------------------|--|
| If ECS closes a classroom for 3-14 days                                   | <b>NO</b>                | Classroom teachers will send out email announcements and will coordinate zoom content during school day until the class is reopened by Maryland Health Department guidelines. Once the office receives valid confirmation that the suspected child with an illness is safe to return (i.e. doctor's note) and the MD Health Dept. deems safe to return, the class may resume.  |
| If ECS closes a classroom for more than 2 weeks but less than 4 weeks     | <b>NO</b>                | Classroom teachers will send out email announcements and will coordinate zoom content during school day until the class is reopened by Maryland Health Department guidelines. Afternoon zoom content may be added and communicated with the class families. Once the office receives valid confirmation that the suspected child with an illness is safe to return (i.e. doctor's note) and the MD Health Dept. deems safe to return, the class may resume.  |
| If ECS closes a classroom for more than 4 weeks                           | <b>YES</b>               | Zoom learning will discontinue. PreK parents will receive a survey if they would like to continue the zoom content from the classroom teachers. If there are enough parents choosing to continue the zoom content, then the classroom teachers will provide the same online zoom content to those selected families until the class has returned. If the parent chooses "no", then the parents will receive prorated refunds after the 4-week mark. If there are not enough parents that would like to continue the zoom content, the parents will automatically receive prorated refunds after the 4-week mark. The office will announce when the MD Health Dept. deems safe to reopen. |
| If ECS closes the entire school for 3-14 days                             | <b>NO</b>                | Office will send out an email announcement to all families in the school and all classroom teachers will deliver online content during school day hours until the class is reopened by Maryland Health Department guidelines. If the suspected child and/or staff is deemed safe to return (i.e. doctor's note) and the MD Health Dept. deems safe to return, the school may reopen.   |
| If ECS closes the entire school more than 2 weeks but less than 4 weeks   | <b>NO</b>                | Office will send out an email announcement to all families in the school and all classroom teachers will deliver online content during school day hours until the class is reopened by Maryland Health Department guidelines. Afternoon zoom content may be added and will be communicated by the class teachers. If the suspected child and/or staff is deemed safe to return (i.e. doctor's note) and the MD Health Dept. deems safe to return, the school may reopen.   |
| If ECS closes the entire school for more than 4 weeks                     | <b>YES</b>               | Zoom learning will discontinue. PreK parents will receive a survey if they would like to continue the zoom content from the classroom teachers. If there are enough parents choosing to continue the zoom content, then the classroom teachers will provide the same online zoom content to those selected families until the class has returned. If the parent chooses "no", then the parents will receive prorated refunds after the 4-week mark. If there are not enough parents that would like to continue the zoom content, the parents will automatically receive prorated refunds after the 4-week mark. The office will announce when the MD Health Dept. deems safe to reopen. |
| If ECS closes a class or the entire school for 2 weeks and needs to close | <b>YES<br/>or<br/>NO</b> | A "reset clock" for any classes that close will start for 5 days. If a class or school closes for 2 weeks, returns without having to close again for 5 days consecutively, and then needs to close again for 2 additional weeks, then the clock will be reset, and no tuition refunds will be made. The classroom teachers   |

**a class or school  
again**

will continue to support online zoom content for their class. If a class or school closes for 2 weeks, returns to school, and must close again within 5 days, the clock will not be reset, and the days will be counted. If the class has been closed for 4 weeks, prorated refunds will be made, and parents will receive the survey to continue the online content.