



**Building Bridges Through Music, Inc**  
**Groove School-Education thru Music**  
**After School Program**  
**93 Euclid Ave**  
**Lynn, MA 01904**  
**781-479-8327**  
**www.bbtmusic.org**

## **COVID-19 HEALTH PROTOCOLS ADDENDUM TO PARENT HANDBOOK**

### **COVID-19 Updated Health Policy**

- Daily health checks, including a daily health screening signed by parent, or authorized care giver for all children; staff when they arrive on campus. A person with a temperature above 100.4 °F will not be allowed to stay at the program.
- Any child exhibiting the COVID-19 symptoms below during the day will need to be picked up immediately (as soon as possible, but no longer than 30 minutes). A teacher exhibiting these symptoms will also be asked to leave school.
  - Fever over 100.4°F
  - Persistent Cough
  - Headache
  - Difficulty breathing
  - Sore throat
  - Frequent nasal discharge
  - Loss of taste or smell
  - Vomiting or diarrhea
- ⊖ While waiting to be picked up, the child will be required to wear a disposable face mask and wait with a staff member in a designated area.
- ⊖ If a child/staff member has a fever only, s/he will be required to stay at home until s/he is fever free without medication for 72 hours.
- ⊖ If a child displays multiple COVID-19 symptoms, s/he will be required to stay at home for a minimum of seven days with at least three days that are fever free.
- ⊖ If a child has a diagnosis other than COVID-19, a physician may send a letter of clearance to return to school.
- ⊖ If a child, staff member or family member is diagnosed with COVID-19 the school will immediately call the Health Department and strictly follow their instructions. Such directions will include disinfecting protocol, potential closure of room/facility and returning to school guidelines.
- ⊖ Please refer to the BBTMusic Parent Handbook for our general Health Policy.

### **Travel**

In keeping with CDC recommendations, any child who travels to a "COVID hot spot" and/or internationally and/or by airplane should self-quarantine at home for a period of 14 days to monitor for any potential COVID symptoms. Likewise, if a family member/visitor in your home has arrived from a "COVID hot spot" and/or another country, your child should follow the 14 day self-quarantine.

\*Last modified on 8/28/20.

\*\*Policy changes may be made at Lynn Public School's, Department of Public Health, EEC or BBTMusic, Inc. discretion at any time. Please check back frequently for updates.

## State Licensing Requirements

- State licensing regulations require that we send home any child/staff member who exhibits any of the noted signs of illness.
- Please notify the school at once if your child has been exposed to or has contracted COVID-19 or another contagious disease.
- If your child is absent due to a contagious disease, a note of clearance from a pediatrician will be required before your child returns to the program.
- Parents/caregivers must notify the BBTMusic administration of any allergy or other medical problem, such as food or insect bite allergies.
- All children must have up to date immunizations as required by the Department of Health and Social Services for preschool attendance.(if applicable)

## Flow of Foot Traffic and Social Distancing in BBTMusic programs

- Parents and staff are required to wear a face mask or shield at all times. Children will wear masks until they have completed their health screening check and entered their classroom.
- Parents will be directed to a designated area outside the classrooms and office for families to wait in line for a health screening check, if necessary.
- The hallways within the school will be marked as one way.
- 6' markers will be placed on the walls/floors around program areas to help parents/students maintain appropriate distance when waiting for a class to open/dismiss.
- BBTMusic will have a table outside of the office where you can speak with the directors. Please observe the markers showing appropriate distance to stand. Parents will not have access to the office.
- **Restroom use will be available only to students and staff.**

## Morning Drop Off & Afternoon Pick Up Procedures

- Each child and parent/caregiver will need to have a health check, including the signed parental health screening and/or verbal health screening, prior to entering BBTMusic, Inc.
- Parents will be required to wear a face mask. Children will wear a face mask until they complete their health check and enter their classroom. Teachers will wear a face mask or shield throughout the day.
- Class arrival and dismissal times will be staggered so that less people are utilizing the outdoor walkways.
- Only one parent may drop off/pick up each child. Older siblings may not enter the school.
- Sign in sheets and hand sanitizer will be available on a table outside each at entry point, along the hallways and in every classroom. Parents will use a clean pen (provided) to sign in/out daily.
- **Parents cannot enter the classrooms.** Parents will meet teachers at the entrance door, where they will say “goodbye” or “hello” and transfer their child to the teacher/staff. If your child’s class is outside at pickup, the same procedure will be followed. Parents may not enter the outside playground areas.
- Parents are asked to keep in-person conversations to a minimum. We have created
- email addresses to facilitate communication between parents and staff. Emails will be responded to within 24 hours. In case of an emergency or urgent matter, contact the BBTMusic office directly!

\*Last modified on 8/28/20.

\*\*Policy changes may be made at the program’s discretion at any time. Please check back frequently for updates.

## School Cleaning Protocol

- All classroom floors, chairs, counters and sinks will be cleaned and disinfected daily (or more as needed). Classroom tables will be cleaned and disinfected before and after each meal time.
- Our bathrooms are outfitted with disinfectant wipes, soap dispensers. The bathrooms will be disinfected regularly throughout the day.
- A designated bucket for toys will be placed in each class. Such toys will be disinfected daily.
- In each class, a limited supply of toys will be available daily, and toys will be used on a three day rotation basis. Once toys are used they will be sanitized.
- Outdoor equipment will be wiped with a disinfectant after each group ends their playground/ outside play time.
- Where possible, separate outdoor toys will be used for each group daily.
- Common door handles will be disinfected throughout the school day.

## Classroom Guidelines & Protocols

- Please provide a full change of clothes for your child's in a clear plastic zipped bag at all times, in case of accidental mishaps.
- Lunch and Breakfast will be provided by Lynn Public Schools. If you are providing for your child all lunch items need to be brought to school in a disposable bag and disposable containers. If you choose to send hot food, Be sure to send it in a thermos. **WE WILL NOT BE ABLE TO HEAT ANY FOOD ITEMS** and all partially eaten food will be disposed of after lunch.
- We will provide children with water and disposable cups in lieu of sending water bottles to school (available in the classrooms and playground).
- Students and staff members will wash hands with soap and water for 20 seconds multiple times throughout the day, specifically after using the restroom and before/after mealtimes.
- Snacks will be provided by one staff member and delivered to each class' outdoor table. The staff member preparing the snack will wear a mask and gloves while preparing and delivering snack.
- Outdoor play areas will be used for one class at a time, on a rotational basis.
- Classroom windows will be kept open as much as possible to allow for ongoing ventilation.
- All full-time children who are entering or in kindergarten will have a daily rest/nap time in their own classrooms. Cots will be 6' apart and children will lay in a head to toe formation.
- Each child, (age appropriate/designated) will have a labeled cot to use with their own labeled bedding. Parents will send bedding to keep at school, including 1 fitted crib sheet and 1 light blanket. **No pillows please.** Children's bedding will be stored in individual closed containers, and will be sent home to be laundered at the school on a weekly basis.
- Specialty classes and celebrations will continue via Zoom, as individual groups may not come in to contact with other groups.

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