



The Vine Early Learning Center Emergency Operations Plan in Response to COVID-19

Modified 11/16/2020

The following document outlines the plan for operations in response to COVID-19. It is a fluid document. It will be changed and updated based on current information and mandates. The document applies to all Vine students, faculty, and families.

Plan	Description
Mask for Students	<ul style="list-style-type: none"> Per the Governor's order, masks are not required for persons under the age of 8 years old. We at The Vine would recommend using your best judgement and make decisions based on what is best for your family.
Non-Student Masks	<ul style="list-style-type: none"> All faculty, staff, parents, and visitors will be required to wear a mask while on The Vine campus. The mask can be removed if the adult is able to maintain a distance of 6 feet from others. Masks will be provided when needed. Neck gaiters and masks with valves should not be used as a face covering per the Steuben County Health Department.
Social Distancing	<ul style="list-style-type: none"> The schedule will be temporarily changed to eliminate interaction between classes. We are trying our best to keep the interaction between classes to a minimum, please be patient with us while we work through staffing shortages. Faculty and staff are doing all we can to support social distancing in the facility.

	<ul style="list-style-type: none"> • Nap rooms will be arranged to maintain a distance of 6 feet from others.
<p>Care for Self, Care for the Environment, Care for Others</p>	<p>Adequate time will be given for frequent handwashing, cleaning, and sanitizing. Handwashing will occur at the following times:</p> <ul style="list-style-type: none"> • After one blows their nose, coughs or sneezes • After restroom use • Before eating or prepping food • After eating • After being outside • Before and after providing routine care for another person who needs assistance
<p>Drop off/Pick up</p>	<p>Drop off/Pick Up area is at the student entrance to the building.</p> <ul style="list-style-type: none"> • All drop offs and pick ups are going to continue as they have been. <p>All adults entering the building MUST wear a mask.</p>
<p>Health Screening</p>	<p>Faculty/staff and students are expected to stay home when they are sick. It is the responsibility of the family to self-screen and monitor symptoms. The health and safety of our community depends on it. Upon arrival, the following health screening will take place:</p> <p>Step 1: Family will be asked, “Did you do your home screening at home today?” If not, refer to symptoms (see step 3)</p> <p>Step 2: Hand sanitizer is available for adults entering the building</p> <p>Step 3: A Health Questionnaire sign will be placed at the student entrance with the following:</p> <ul style="list-style-type: none"> • Fever > 100.4°F • New uncontrolled cough that causes difficulty breathing • New onset of severe headache, especially with a fever • Sore Throat • Diarrhea, vomiting or abdominal pain • Loss of taste or smell • Runny nose/congestion if combined with any of the above symptoms • Or been in contact with someone diagnosed or with symptoms of COVID-19 <p>If a parent feels the need to give a child Tylenol for other reasons, pain relief from teething for example, it is important that screening for a fever happens first so the medication does not mask a fever. Please notify the teacher so that the child's temperature can be monitored later in the day.</p>

	<p>All Vine guests will be screened by administrative faculty and provided a mask to wear while on campus.</p> <ul style="list-style-type: none"> • At this time, per the Steuben County Health Department, a child with a slight cough or runny nose, but no fever may come to school. • See ISDH guidance on when a student or faculty member can return to school • Families are encouraged to be proactive and produce a note from their health care provider of health conditions such as allergies in order to serve as verification for the school. If the school is unable to verify, the child may need to go home if showing symptoms even though this may be a symptom of the allergy. • In the event that a student is displaying COVID-19 symptoms while at school, the student will be placed in a separated holding area to minimize infection. The holding area will be equipped with a full PPE kit, along with access to a resting space for the individual, a telephone, and direct access to outside to minimize exposure. The students will be accompanied by an adult until he/she is picked up.
<p>The Vine Sick/Illness Policy</p>	<p>Any child with a fever of 100.4 degrees or higher will be sent home. Parents will be notified immediately when children are ill. Parents will be expected to pick children up in a reasonable amount of time. If a parent cannot leave work, he/she needs to have a back-up plan in place for alternative care. Children may return after 24 hours free from fever without the use of medication. If a child has diarrhea or vomiting more than once in the day, he/she will be sent home. The child may return after 24 hours without either symptom. When children are unable to fully participate in activities due to symptoms such as headache, tiredness, congestion or generally not feeling well, they should not attend care as the facility does not have the staffing or isolation space to care for sick children.</p> <p>A child with a communicable disease cannot be sent to the Vine facility until cleared by his/her physician. Please notify The Vine when you are keeping your child home because of a contagious illness. This allows us to post a notice for other parents to watch for symptoms in their children should that illness happen to spread. If a staff</p>

	<p>member becomes seriously ill and may be contagious to others, parents will be notified immediately in writing. Parents need to have a back-up plan in place if staff illness arises and children cannot be taken care of in our facility or if children need to evacuate the building due to an emergency. (Parents will be notified right away by phone if this is the case.) All medications must be brought to The Vine in its original pharmacy-labeled container. A Medication Authorization must be signed by your child's physician to be given over-the-counter medication throughout the year.</p>
Travel Policy	<p>The Vine will follow any Indiana State or Steuben County Travel Restrictions. Please notify the school if your family is traveling for attendance purposes and, at this time, self-monitor for symptoms once you return.</p>