

L'ASILO's COVID-19 POLICY

Effective Date

This policy will go into effect on March 22, 2021. It supersedes and replaces any prior policies that pertain to COVID-19.

Purpose

The purpose of this policy to protect the students, the families, and the staff of L'Asilo from COVID-19.

COVID-19

A coronavirus is a virus that primarily causes respiratory illnesses. In December of 2019, the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) emerged in the Province of Hubei in China. This virus causes people to develop a particular respiratory disease - COVID-19.

Transmission of COVID-19

Current research suggests that the disease spreads through exposure to respiratory droplets that an infected person produces when coughing or sneezing. This usually occurs through person-to-person contact or contacted with infected surfaces or objects. According to the Centers for Disease Control ("CDC"), a person may exhibit symptoms in a few 2 days or a long as 14 days after exposures to the virus.

Symptoms of COVID-19

If a person has COVID-19, he or she may exhibit the following symptoms:

<ul style="list-style-type: none">• Fever (100.4°F or higher)• Chills• Cough• Sore throat• Congestion or runny nose• Fatigue• Muscle or body aches	<ul style="list-style-type: none">• Headache• Loss of taste• Loss of smell• Nausea• Vomiting• Diarrhea• Respiratory difficulties; <i>e.g.</i>, shortness Of breath and difficulty breathing
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Safety Practices

L'Asilo is taking the following actions to protect its students, families, and staff against COVID-19:

- Implementing social distancing measures.
 - Employees and parents/guardians must not congregate;
 - Employee and parents/guardians must try to maintain a distance of at least 6 feet;
- Closing non-essential common areas.
- Requiring the use of masks that cover one's mouth and nose as follows:
 - Employees must wear cloth face coverings.

- Children 2 years old and older are required to wear a face covering, unless they fall into one of the exceptions.
- If a child is outdoors and able to consistently maintain a social distance of at least 6 feet from individuals who are not a part of their household, they do not need to wear a mask.
- If a parent, guardian, or responsible person has been unable to place a face covering safely on the child's face, they should not do so.
- If a child 2 years old or older is unable to remove a face covering without assistance, the child is not required to wear one.
- Disinfecting its facility with anti-viral products, focusing particularly on areas and objects that are frequently touched, such as workstations, doorknobs, telephones, keyboards, and toys.
- Providing employees with hand sanitizers with at least 60% alcohol, soaps, disinfectant wipes, disposable tissues and towels.
- Requiring employees to wear a mask, except when it is unsafe due to a medical condition or disability or when eating or drinking.
 - If it is unsafe to wear a mask, please contact Human Resources.
- Requiring employees to wash their hands with soap and warm water or sanitizer for at least twenty seconds when they: (1) enter the facility; (2) cough or sneeze; (3) use the bathroom; and (4) return from a break.
- Having employees use a disinfectant wipe to clean their workspace and/or their equipment if they, a child, or another person coughed or sneezed on it.
- Providing staff, families, and students with disposable tissues or towels when they cough or sneeze and asking them to place that item in an appropriate receptacle.
- Providing employees with break time for repeated handwashing throughout the day.
- Requiring employees with gloves to limit their contact with surfaces.
- Asking staff and parents/guardians to use e-mails, telephone calls, or other means of communication instead of in-person meetings.
- Asking staff and parents/guardians to wash and to sanitize their clothing and shoes on a regular basis.
- Limiting the number of personal belongings that staff and parents/guardians may bring into the workplace.
 - This does not apply to essential items, such as medicine, eyeglasses, physical aids *etc.*
- Prohibiting all non-essential third-parties from entering its facility to the fullest extent possible.
- Requiring all third-parties to wear masks, except if it is unsafe to do so.
- Prohibiting all non-essential business travel to the fullest extent possible.
- Prohibiting employees and students from sharing food and beverages.
- Reconfiguring work areas to promote social distancing where it is possible.
- Marking walking paths to limit the amount of interactions.
- Posting signage to remind everyone of good hygiene and social distancing practices.
- Logging every person, including workers and visitors, who may have close contact with other individuals at the work site or area.
- Training employees on how to don, to doff, and to clean personal protective equipment, such as masks.
- Following any guidance and/or directives from state and federal officials and public health organizations.

What your family can and must do?

L'Asilo is asking parents and guardians to help us ensure the safety of our school community by:

- Consulting with your child's health care provider and following his or her instructions;
- Educating yourself on COVID-19 and its symptoms;
- Practicing proper hygiene practices at home;
- Reinforcing our lessons on hygiene at home with your child;
- Disinfecting all items that your child brings to L'Asilo, such as his or her book bag, lunch bag and containers, bottles, toys, any items;
- Postponing any non-essential travel, particularly if it requires you to leave Pennsylvania or to go to a geographic area, which is either inside or outside of Pennsylvania, where there is a high incidence rate of COVID-19:
 - If traveling, notify L'Asilo of your itinerary, dates of travel, and any risk of exposure; and
 - If the travel places you at a high risk, self-quarantine the child/children from L'Asilo for 14 days and notify L'Asilo if you or they develop any symptoms;
- Keeping your child at home for 14 days if you have a reasonable belief that he or she has been exposed to COVID-19;
- Being on the alert for signs of illness in your children and keep them home when they are sick or have any sign of illness at all.
- Having the same parent or designated person should drop off and should pick up the child every day. If possible, individuals with serious underlying medical conditions should not pick up children because they are more at risk.
- Checking the World Health Organization's, Department of Human Services', Centers for Disease Control's, and Pennsylvania Department of Health's websites for updates, announcements, and guidance.

What to do if there has been exposure to COVID-19?

For the purposes of this policy, exposure means (1) being within six (6) feet of someone who has a confirmed case of COVID-19 for at least fifteen (15) minutes or (2) coming into direct contact with droplets from a COVID-19 positive individual.

If there has been an exposure to a confirmed case of COVID-19, the person in question:

1. Must isolate at home for at least ten (10) days since his/her last exposure **or** must isolate for seven (7) days provided, he/she took a COVID-19 test on the fifth (5th) day after exposure and it was negative;
2. Must monitor for symptoms;
3. Must consult with a healthcare provider;
4. Must contact the Allegheny County Health Department at 412-687-ACHD (2243) or 1-888-856-2774 and/or the Pennsylvania Department of Health at 1-877-724-3258. Please follow the agency's advice regarding isolation and discontinuance of isolation, which may differ from this policy; and
5. Must keep L'Asilo advised as to any updates.

What to do if you or your child or family member in the same household have symptoms, have tested positive with symptoms, or tested positive without symptoms?

If you, your child, or a household family member test positive and have symptoms, you must self-isolate until each of the following conditions are met:

- At least 10 days* have passed since symptom onset **and**
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
- Other symptoms have improved.

*A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, that may warrant extending duration of isolation for up to 20 days after symptom onset.

In this instance, the person in question:

1. Must monitor for symptoms;
2. Must consult with a healthcare provider;
3. Must contact the Allegheny County Health Department at 412-687-ACHD (2243) or 1-888-856-2774 and/or the Pennsylvania Department of Health at 1-877-724-3258. Please follow the agency's advice regarding isolation and discontinuance of isolation, which may differ from this policy; and
4. Must keep L'Asilo advised as to any updates.

If there is a confirmed positive case in the school, the following will occur:

- L'Asilo will inform staff and parents of enrolled children when there a single positive COVID-19 case; and
- L'Asilo will close for a period of forty-eight (48) hours following the confirmed positive COVID-19 so that the facility can be cleaned and disinfected;
- L'Asilo will report positive COVID-19 cases to the Department of Health (DOH), the Pennsylvania Department of Human Services (DHS).

Reporting exposure

All staff and families must notify L'Asilo immediately via e-mail at contact@asilogalileo.org if they have any exposure to someone with a confirmed or a probable case of COVID-19. You must send an e-mail even if you orally report this information to a member of L'Asilo's staff.

Early learning programs are required to report (1) confirmed and probable cases of COVID-19 and (2) exposure to confirmed and probable cases of COVID-19 by staff, children, or a household member to the Department of Health (DOH), Department of Human Services (DHS), and Office of Child Development and Early Learning (OCDEL) Regional Office where the program resides.

To report confirmed and suspected positive cases of COVID-19 at an Allegheny County Early Learning Program, please contact each of the following:

- DOH: 1-877-PA-HEALTH or 1-877-724-3258

- OCDEL’s Western Regional Office: 412-565-5183 or 1-800-222-2149
- Allegheny County DHS/ELRC Region 5:
 - Complete this online survey (embedded hyperlink)
<https://forms.office.com/Pages/ResponsePage.aspx?id=Ej0n4MvksU6fcIu6FvuWjQ-IUC8zSVFhqEbirtWfwlUM01BUkFCTVJKOTdQRVdYUjVXRzZXT1JXNC4u>
 - E-mail information to DHS: PrivacyOfficer@alleghenycounty.us

When reporting, programs must provide the following information:

- The name of the facility;
- The address of the facility including the county;
- The number of cases; and
- The identity of the person with a positive case; *e.g.*, a staff person, household member, child, or family member.

**The confidential information collected will help track any potential outbreaks of COVID-19 and will ensure the well-being of Allegheny County’s residents and children.*

Non-Retaliation

L’Asilo will not take any adverse action against a staff member or a family who reports concerns that relate to COVID-19 or violations of this policy in good faith.

Questions and Concerns

If you have any specific questions or concerns about L’Asilo’s response to COVID-19, please direct them to management.

Changes

As the situation develops, L’Asilo may need to change its policies and practices, especially in light of directives from government agencies. L’Asilo reserves the right to alter, to suspend, or to terminate this policy at any time and as permitted by law. L’Asilo will provide families and employees with notice of the same.

Violations of this Policy

Staff members who violate this policy may be subject to corrective action, including, but without limitation, termination. Parents and guardians who violate this policy may be subject to remedial action, including, but without limitation, expulsion.

Questions

If you have any specific questions about L’Asilo’s response to COVID-19, please direct them to management.