



August 24, 2020

Dear HLC Families,

We are excited to start another school year at HLC. We understand that this comes with a lot of questions and concerns due to the COVID-19 pandemic. This document is designed to give parents and families a detailed description of our policies and protocols as we do our best to keep everyone safe while keeping our children on track with their development. Many of these policies have been put forward as a requirement by the State of Maryland but a few of the measures have been added to go above and beyond state requirements.

Common Questions

Q: What happens in the event that a student, staff member, or parent has a positive test or COVID-like symptoms?

A: HLC will default to the decision tree provided by the State Department of Health and the State Department of Education. The decision tree can be found in the parent handbook and online at the following link.

[MD Health and Education Decision Tree](#)

Q: Will there be testing for staff?

A: Any staff member that has close contact with a person who has either tested positive or has COVID-like symptoms will be required to test before coming back to work.

Q: Will HLC Perform Contract Tracing?

A: Yes, HLC has a plan in place using our camera system to perform contract tracing.

Q: Will there be exposure or cross-contamination from Cadia Healthcare Staff?

A: No, no Cadia staff member is permitted to enter our facility during the school day. The only Cadia staff members that may enter during after hours are those who are specifically assigned to clean our learning center. All Cadia staff members are tested for the Covid-19 virus weekly and must complete a health screening before clocking in to work.

Q: Is the HLC ventilation system separate from Cadia Healthcare's?



A: Yes, Cadia maintenance manager has confirmed that our HVAC system is independent from the building's unit. We are awaiting a letter from the Cadia maintenance manager for specifications.

Q: Will children need to wear masks?

A: According to MSDE protocol, proper use of face masks will be taught and encouraged amongst children who are able to wear a mask during indoor center activities. At HLC this applies to our Pre-K class.

Q: How will the class sizes be limited?

A: Ratios will vary based on group age however, ratios will not exceed MSDE's regulation of fifteen persons per group. During indoor activities, staff will follow this protocol and ensure social distancing by spatial seating in small groups. There will be no mixing of groups during indoor activities. In addition, outdoor play time will be staggered by class so that there will be no mixing of groups. The large Dancing Ducks classroom will be divided into two smaller classrooms. This is based on the suggestion of MSDE and the division of early childhood education.

Q: How will communal spaces be handled?

A: Children's time spent in any communal space will be limited as much as possible. In the event that two separate groups need to use the same space, that space will be thoroughly sanitized between use.

Q: How often will toys and materials be sanitized?

A: Refer to Safety Measures below.

Q: What can we as parents do to ensure the center's safety?

A: Refer to Safety Measures below.

Safety Measures

- All adults in the center must wear a mask at all times
- All Pre-K students will have a mask and be encouraged to wear it, especially during time inside
- Compartmentalize the center to limit potential spread. Teachers will not move between rooms to cover unless there is an emergency
- Contactless temperature checks for everyone
- Hand washing during the 5 scheduled times and additionally as needed



- Isolation area for any child that has a temperature or displays symptoms
- Parents will be required to provide their child's lunch
- Parents will be required to have masks for pick ups
- Parents will be limited to the drop-off and pick-up zone in the entrance of the center. We will only allow one family into this area at a time. If more than one family is present, we ask that you wait your turn for drop off/pick up outside the door until the first family exits the center.
- Drop-off and pick-up times will be staggered and each family will have to adhere to their assigned time
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods.
- All seating and bedding will be placed 6 feet apart
- Families will be required to bring three "tear towels" for teachers to use to catch any teardrop secretion
- Any teacher with a fever of 100.4 or if he/she has 2 or more symptoms associated with COVID-19 will be sent for a consultation and subsequently a test.
- Sanitization of thermometer and limiting the exchanges of pens at sign in/out
- No Cadia employees will enter the center during operating hours. Separate cleaning staff will come at night.
- Ensure safe and correct application of CDC approved disinfectants and keep products away from children
- Maintain adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol and tissues
- Materials will not be shared between children or groups unless thoroughly disinfected first
- Disinfecting door knobs, bathroom fixtures, and handles three times per day
- Disinfecting toys, books, and classroom materials 2 times per day or as needed
- No shoes for students and staff in the one-year-old and two-year-old classrooms

*See the links below from MSDE and the Office of Childcare for further information on Guidelines for Childcare Facilities:

<https://earlychildhood.marylandpublicschools.org/enhanced-guidelines-child-care-facilities-prevent-spread-covid-19>

https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/faqs_parents_maryland_together_marylands_recovery_plan_for_child_care_final.5_20_2020.pdf

<http://marylandpublicschools.org/newsroom/Documents/MSDEChildCareRecoveryPlan.pdf>