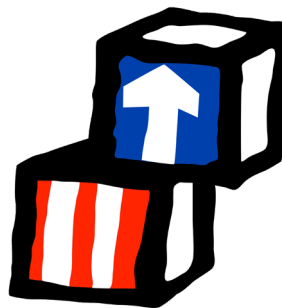




Head Start Program Handbook

Addendum - Pandemic Response

SY21-22



Prepared October 19, 2020
Updated March 1, 2021
Updated August 10, 2021

The Kansas City Public Schools Head Start program developed the following model for serving children and families safely, while maintaining the highest standards of quality education for young children. In coordination with the KCPS reopening plan, Head Start will move through the following phases until full enrollment is achieved. Each phase will be guided by recommendations by the Kansas City Health Department, CDC and KCPS Board of Education.



Program Overview: Modifications, Staffing, Ratios

- I. For the SY21-22, Phase V in-person learning will occur for all students until otherwise instructed by the Kansas City Public School district as advised by local health officials.
- II. Each classroom will be staffed with a lead instructor, teaching assistant, with additional support from a part-time learning assistant (PELA) as available.
- III. Operating hours will be from 8:00 a.m. to 2:30 p.m.
- IV. Extended Day from 2:30 p.m. to 5:30 p.m. **will** be offered to support working families.

Building Entry Procedures

Guidelines recommend that schools offer entry points that allow for adequate spacing and several options for signing in.

I. Staff Point of Entry

- A. Richardson staff will enter on the east side of the building through the library.

- B. Woodland staff will enter through the main entrance or through the lower level by the back parking lot.
- C. Central staff will enter through their program access point (unless otherwise instructed by the building administrator).

II. Staff Procedures for Arrival to Work

- A. All staff will conduct a self-health assessment and temperature check prior to leaving for work. Symptoms to consider include cough, headache, nausea, congestion, fever, diarrhea, trouble breathing, loss of taste and/or smell. If symptoms are present, that cannot otherwise be explained (known allergies), the staff member is not to report to work.
- B. Staff should arrive to work with a mask. Masks are available if needed.
- C. Staff will sign-in on the building sign-in sheet until instructed differently. Signing in and out is imperative for contact tracing.
- D. There are currently three (3) ways that staff must sign in to work:
 - 1. Contract Tracing sign-in sheet. Please print legibly. This document is used for contact tracing and notification of possible exposure to COVID-19.
 - 2. Timesheet sign-in: Please continue to use this form in conjunction with Time Clock Plus. **Time on paper and time in the system must match.** We are hopeful that this component of signing in should end soon.
 - 3. Time Clock Plus: You may use the building time clock or you may sign in through your digital device. Please have your device ready to go upon arrival so your time will be accurately reflected.
- E. Staff will wash hands upon entry into the classroom.

III. Student Points of Entry

- A. Richardson Students
 - 1. Main Entrance: Head Start students will enter through the main entrance.
 - 2. Lower Level Entrance: Classrooms for ECSE
 - a) Buses/cabs will arrive at the Olive Street entrance. Some students transported will be Head Start and will be escorted to their classroom upstairs.
 - b) Parent transportation will use the main entrance so we can check temperature and assess health.
- B. Woodland Students
 - 1. Main Entrance: Head Start students will enter through the main entrance.
 - 2. The LINC entrance is now in use for the International Welcome Center on the 3rd floor.
- C. Central Students (Early Head Start program)
 - 1. Staff and students will use the existing separate entrance from the main entrance.

IV. Student Arrival Procedures (see example)

- A. Families will be allowed to enter the building after confirming that they are symptom/COVID-exposure free.
- B. Entry points will have a cart that holds sanitizing supplies, masks, and gloves.

- C. Cones will be placed six (6) feet apart in front of the building where families will stand if the entry point is congested. Families will be asked to remain in their cars if there are more than ten (10) families waiting in line.
- D. Families will be required to wear masks. A disposable mask will be provided if needed.
- E. Staff will meet families with their children at their classroom door. Families will not enter the classroom unless the teacher believes it is necessary to meet a child's need.
- F. On the Transition Tracker form (kc9000), staff will enter the time that the student is arriving. This is the sign-in/out process we will use as we address COVID-19 safety precautions.
- G. As each student is cleared to enter the classroom (no visible signs of illness), teaching staff will guide the student inside the classroom. The student will wash hands upon entry and will exchange their home mask for a clean mask that Head Start provides. Staff will wash hands or use hand sanitizer between each student transport. Right click on links below to view.

- 1. [Handwashing](#)
- 2. [Choosing a Clean Mask](#)

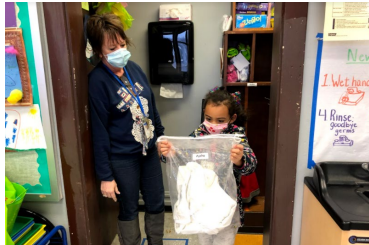
Classroom Design and Modifications

Classrooms must operate according to best practices for early childhood education. Modifications will be made to support distancing and shared materials, but children should still engage in meaningful play and not be secured to a desk or space in isolation for long periods of time. As a reference, think about how sports teams are operating during the pandemic. Mitigation strategies include behavior on the sidelines, in the stands, in locker rooms, etc., but the game is still played the same. Early Childhood classrooms must operate as intended so children will develop the skills they need to be successful.

I. Centers and Materials (see examples below)

- A. Each child will be provided an individual tub to hold markers, scissors, crayons, glue sticks, pencils, paper and manipulatives (items that are typically shared).
- B. Materials that cannot be easily cleaned and sanitized will be removed from the classroom.
- C. Popular items will be duplicated so children can play without sharing.
- D. Shelving will be clear of clutter, but should still be engaging.
- E. Teachers will limit the amount of rugs in the classroom (recommend limit to one).
- F. Shelving and tables will be used to set up zones and boundaries that restrict movement between areas. For Early Head Start classrooms, gating barriers will be used to create individual play spaces.
- G. Each center will be set up so that no more than two (2) or three (3) children will be engaged at one time.
- H. Additional centers will be set up to support more space between activities.
- I. Children will be assigned to centers/zones when appropriate for the activity.

- J. After center use, staff will spray the toys and shelves with the approved cleaning solution. Consider using tubs to place items in after use for sanitizing.
- K. Any toy that is placed in the mouth of a child will be removed for sanitizing.
- L. Naptime bedding will be stored in individual tubs/bags rather than remaining on cots. Sheets will be professionally laundered weekly.



- M. During naptime, cots will be spaced head to toe. Children should not be face-to-face.

Ex. Duplicate Items



Ex. Shared Spaces





II. Learning in Groups

- A. Teachers will implement small groups with social distancing as much as possible.
- B. For large group/circle time, if the schedule does not allow for a small group, children will be spaced apart (visual boundary such as carpet space). Children could also be guided to go to their "cot" space.
- C. For gross motor play (outside/gym), backpacks will be created that hold items (scarves, balls, Frisbees). Each teaching team will use the one bag for the week. The following week, the bags will be cleaned and traded so children have new things to explore.
- D. If communal spaces are used for gross motor activities, a schedule will be made that allows for only one (1) to two (2) classrooms to be assigned to that space for that one day. After use, the space will be thoroughly cleaned by custodial staff.

Ex. Group



III. Working with ECSE and Mental Health Consultation

- A. For ECSE, staff will develop a schedule where work is done with the same classroom (avoid going to multiple classrooms in one day) as much as possible.
- B. Provide push-in services as much as possible.
- C. If service must occur in a different location (e.g. physical therapy), clean and sanitize space between each child. Try to serve children in the same classrooms as much as possible. Do not take five children from five classrooms in one day, instead take five children from two classrooms if possible.
- D. Staff entering the classroom will wash their hands upon entry.
- E. Children will wash their hands before reentering the classroom.
- F. Mental Health Consultant will follow the same protocols as ECSE.

IV. Meals

- A. Family-style dining and toothbrushing will be suspended until further notice. Note: due to an increase in tooth decay, information will be provided on how we will move forward with dental hygiene practices.
- B. Teaching staff will inform the nutrition staff of the number of children in attendance prior to breakfast.
- C. Nutrition staff will serve individually packaged meals. Food will be placed on the meal cart and will be placed in the elevator. Assigned teaching staff will retrieve the meal cart for the classroom.
- D. Teachers will hand the packaged meal to each child, maintaining one point of contact, or children will pick up their own meal from a central location. Providing an individualized placemat helps children identify their own personal space.
 - 1. Right click on link to view: [Getting a Meal](#)



- E. Meal carts will be returned using the same process.
- F. Children should be spaced according to distance guidelines as spacing allows. Consider staggered eating times (Group A eats while Group B reads a book, then switch).
- G. Teachers will not eat at the same time as the children so they can keep masks on while children are eating without masks.
- H. Children must have access to water. Water fountains will not be in use until further notice. Water options available:
 - 1. Each child will be provided a water bottle that will be cleaned daily.



2. Or, each classroom will have a covered pitcher of water with disposable cups.

V. Playground Use

- A. Playground zones will be created and clearly identified.
- B. Only one (1) to two (2) classrooms may use an assigned zone on the playground at a time (size of playground is a factor to consider). A schedule will be developed and followed, to include ECSE classrooms.
- C. Each teacher will be provided a backpack containing materials to use in these zoned areas.
- D. Playground equipment may be used and will be sanitized by custodial staff after use.

VI. Restroom Breaks

- A. Classrooms that have restrooms in their space, will allow only one student in the restroom at a time.
- B. Teaching staff will closely monitor restroom use, reminding students to wash their hands. Sanitization of the restrooms should occur throughout the day.
- C. Classrooms that must share a communal restroom in the building will follow these guidelines:
 1. A schedule will be developed assigning classrooms to a restroom and to times throughout the day.
 2. Students will stand on markers (or taught visual strategy) that adheres to social distance guidelines as they wait.
 3. Based upon the number of available restroom stalls, students may enter a stall, keeping one stall empty between stalls.
 4. Teachers will have visual markers and/or a clearly taught plan that shows students which stall to enter, where to stand as they wait to wash their hands and where they stand after exiting the restroom. Groups of students should not be in the restroom or gathered around a sink.
 5. Students must wash hands as they exit the restroom.

VII. Safety Drills

- A. Safety drills must be carried out according to regulations.
 1. Hold drills over the course of a week, rather than one day.
 2. Identify classrooms that can exit their space and move to the identified safe space in compliance with social distancing.

VIII. Teaching Staff

- A. Teaching staff should remain six (6) feet apart as much as possible in the classroom.
- B. To assist with distancing, consider assigning each other zones in the classroom.
- C. Teachers develop a daily responsibility list. Teachers know what they are responsible for during activities (where to be placed, sanitation needs, monitoring of children, etc.).

D. Staff Breaks

1. Recommendation that staff bring food in their own lunch bag cooler to avoid multiple access needs to the refrigerator. Recommendation to avoid microwavable food (could develop a rotating schedule to reduce usage).
2. Locations will be identified for staff breaks with group size limits based upon social distance ability within that specific location.
3. Cleaning supplies readily available in each location with expectation for clean up by staff after use.
4. Staff are encouraged to take breaks outside.

Health and Safety Practices

The goal of our health practices is to ensure that students and staff are safe and to reduce exposure to COVID-19. This requires staff to adhere to these guidelines at all times.

I. Personal Protective Equipment (PPE)

A. Staff must wear masks at all times (exceptions include eating and mask break).

1. Masks must be worn correctly, securely over the nose. If a mask drops below the nose, staff must get a mask that has a nose wire bracket to prevent slippage.
2. The district has provided cloth masks for staff to use. Staff may wear their own cloth masks. KN95 masks are available as well.
3. Cloth masks must be washed after use.
4. Staff may take mask breaks when social distancing can be maintained. **This should not occur while in the classroom with students or any other staff member.** Outside and informed breaks away from the classroom are appropriate.
5. Staff are encouraged to get the vaccine. Please see guidance from KCPS communications regarding updates to policies and procedures and vaccination status.

B. Staff may wear additional PPE

1. The district has provided face shields. These must be cleaned and sanitized after use. The face shield does **NOT** replace a mask but may be worn in conjunction with a mask.
2. There is some indication that wearing glasses protects our eyes from coronavirus droplets. If you do not wear prescribed glasses, consider purchasing decorative glasses that do not require a prescription.
3. Smocks/nursing jackets may be available for staff to use. These must be laundered daily.

C. Nursing staff

1. Nurses will be provided with additional PPE, e.g., gown, gloves, medical grade masks and eye shields.

D. Pre-K Head Start Students

1. Students are required to wear masks in the Head Start program.
2. Masks will be provided and students will be taught how to wear them appropriately and safely.

3. Students in the Early Head Start infant/toddler program will not be required to wear masks.
4. Students will not be required to wear masks during meals, naptime, and outdoor activities where distancing is likely.
5. If a student cannot practice appropriate mask hygiene (e.g. pulling on mask, frequently touching mask, mask doesn't fit properly), the mask may be removed. Additional exceptions may include speech/language delays or other identified health/educational needs.

Ex. Masks and Children



II. Sanitation Practices

A. Hand Sanitizer

1. Hand Sanitizer dispensers have been placed outside of each classroom and shared space (out of children's reach).
2. Hand Sanitizer dispensers are placed at each entry point.
3. Hand Sanitizer is to be used upon entry into a space.
4. **Hand washing should be the primary method of cleaning hands.**

B. Cleaning Supplies

1. Each classroom and shared space will have approved cleaning supplies (Envirox). Cleaning supplies will be stored out of reach of children.
2. Cleaning supplies will be clearly labeled with ingredients.
3. Storage cabinets with locks will be placed in shared spaces and restrooms where supplies will be stored.
4. Teaching staff will notify custodial services when the cleaning solution is running low. This solution has to be prepared so notification should occur prior to an empty bottle.

C. Sanitation Schedule

1. Teachers will complete the Head Start Sanitation Schedule as required.
 - a) Right click on link for form: [Form kc9061 - Sanitation Schedule](#)
2. Shared spaces will be thoroughly sanitized daily by custodial services and weekly the entire building will receive a 100% cleaning and sanitizing protocol.

3. Throughout the day, custodial staff will clean high touch areas such as door knobs, light switches, and handrails.
4. Toys and high touch items in the classroom will be sanitized daily and in between usage as applicable. All staff will be responsible for this.
5. Restrooms will be cleaned by staff as needed and custodial services will clean throughout the day.
6. Playgrounds and shared gym spaces will be sanitized after use.
7. A designated tub will be assigned for disposal of cloth masks and smocks for daily laundering.

III. Hand Washing

- A. Hand hygiene is an important step in decreasing the spread of the virus that causes COVID-19. Hand hygiene will occur:
 1. Before eating food
 2. Before and after treating a cut or wound
 3. Before and after touching (e.g. putting on or taking off) a mask
 4. After using the toilet
 5. After changing diapers or cleaning up a child who has used the toilet
 6. After blowing your nose, coughing, or sneezing
 7. After touching garbage
 8. Random handwashing breaks are encouraged
- B. Hand Washing Instructions:
 1. Wet hands with clean, running water (warm or cold) and apply soap
 2. Lather hands by rubbing them together with the soap. Lather the backs of hands, between fingers, and under nails
 3. Scrub hands for at least 20 seconds. Hum the “Happy Birthday” song from beginning to end two times
 4. Rinse hands well under clean, running water
 5. Dry hands using a clean towel or air dry them

IV. Basic Health Needs of Children - Mitigation strategies serve to reduce the amount of students that are escorted to the health room.

- A. Staff are certified in CPR and First Aid.
- B. Each classroom will be equipped with basic first aid supplies.
- C. When/if a child has a basic first aid need, staff will administer care in the classroom setting.
 1. Notify the nurse via phone or radio of the incident and seek guidance of appropriate treatment. The nurse may walk to the classroom to provide further assessment.
 2. Complete Incident Report and submit to the nurse.
 3. Notify the guardian of the incident.
- D. Children receiving medication will have appointment times scheduled with the nurse.

V. Maintaining Supplies

- A. A weekly audit of supplies (e.g. PPE, Cleaning Solution) will occur and applicable orders created through Incident IQ.

Quarantine, Isolation and Containment: COVID-19 Action Plan

Children and staff may develop symptoms that indicate a possible exposure to COVID-19. The following plan will be implemented to reduce exposure.

I. Health Office Procedures

- A. Teachers will notify (call, radio, text) the nurse before sending students to the health office.
- B. The nurse will determine whether the student should report to the health office or should report to the Q (quarantine) space based upon symptoms and presence of a fever.
- C. If the student is advised to report to the health office, the nurse will provide standard care.

II. Quarantine - The Q Room (the Q room is under advisement at the moment)

- A. Richardson's designated Q room is the space next to the Health Office (no room number). Woodland's designated Q room is #213A. Early Head Start will use the child's crib or will use a space that can be separated by the play guards away from the group under full supervision.
- B. When a student is instructed to be isolated in the Q room based upon symptoms, as indicated by the nurse, the following steps should occur:
 - 1. Designated staff member will report to the Q room to ensure the room is ready to receive a student.
 - a) Surgical mask is available for the child
 - b) Toys that can be easily sanitized are available
 - c) Cot
 - 2. Staff will put on a KN95 mask or a surgical mask, goggles/face shield, gown and gloves.
 - 3. Staff will escort the student to the Q room. Staff should be aware that the student may be frightened of this process, so every effort should be made to help the student understand what is happening in an empathetic and nonthreatening manner.
 - 4. The assigned staff will remain with the student in isolation, maintaining distance as much as possible.
 - 5. The nurse will contact the student's family for pick-up (within the hour) and guidance on next steps, such as following up with the student's healthcare provider.
 - 6. The nurse will notify the applicable staff of pertinent information regarding return date, etc.
 - 7. When the student is picked up, the assigned staff will remove the PPE and wash hands. The staff member may want to go home to change. Accommodations will be made to support the needs of the assigned staff in the Q room.

8. Custodial services will be notified that the Q room was in use. After 24 hours, custodial services will deep clean the Q room.
9. If the Q room was used and is now awaiting a deep clean, another location may need to be used for a child with suspect symptoms. Identify a location that is not in use and follow the same protocol.

III. Presumed Positive and Positive COVID-19

- A. A student or staff member may be identified as “presumed” positive with COVID-19 based upon symptoms that are new and not otherwise explained by a health condition.
- B. A student or staff member will be identified as a “confirmed” positive case of COVID-19 when they receive a positive test result from a health care provider.
- C. “Presumed” and “Confirmed” positive cases will undergo the following steps:
 1. Staff will notify their supervisor. Staff do not have to say anything other than they are sick. However, if they have symptoms that are consistent with COVID-19, staff should notify HR via the COVID-19 reporting form (on KCPS staff intranet) or contact Emma Gray and Sara Williams in Human Resources.
 2. Students may notify us in a variety of ways (e.g. calling school, family advocate, teacher). Information should route back to the Site Supervisor and school nurse. They will notify the Head Start Director and Health and Nutrition Coordinator for next steps.
 3. The Health & Nutrition Coordinator and the Head Start Director will work with the district’s liaison to the health department for next steps, to include contact tracing.
 4. The staff member or student will be advised to quarantine for fourteen (14) days. “Presumed” cases will be advised to see their health care provider to assess the need for a COVID-19 test.
 5. If the case is associated with a classroom, the classroom may be advised to quarantine for fourteen (14) days.
 - a) Families enrolled in the impacted classroom will receive a phone call from health services informing them of the quarantine.
 - b) Staff impacted will be contacted by the KCPS Human Resources department.
 6. If the case is not associated with a specific classroom, but is tied to general building activity only, the individual’s impacted and considered to be exposed will be notified by KCPS Human Resources.
 - a) Exposure is currently defined as: Contact within six (6) feet for a total of 15 minutes or more within the 48 hours prior to the onset of symptoms in a person with COVID-19 or a positive COVID-19 test in an asymptomatic person.
 7. All other staff and families that are NOT considered exposed will receive a written notification informing them of the “presumed” or “confirmed” positive COVID-19 case, supporting transparent communication.

8. If a “presumed” case is confirmed as negative or positive, additional communication with recommendations will follow.

Working with Families

Head Start programming revolves around our families. Their involvement must continue in a safe and responsible manner.

I. Family Orientation

- A. Family orientation will be conducted in-person with social distancing and wearing a mask, via phone or one of our virtual platforms (Teams/Zoom). This is dependent upon the comfort level of those involved.
- B. Families will not be allowed to enter or volunteer in the classroom until approved by district guidelines. However, we are required to continue with some in-person activities.
 1. Families will be scheduled for appointments to complete paperwork that requires signatures.
 2. Families will be scheduled for in-person orientation to prepare for health and safety protocols that are new to the program due to COVID-19.
 3. Families will escort their child to and from the classroom.
 4. Some small group parent activities may occur. Each activity will be vetted by our district COVID-19 response team.

II. Screenings

- A. We are required to conduct health screenings within Head Start timelines. These include vision, hearing, developmental and social-emotional screens.
 1. Families will be scheduled for appointments to complete assessments.
 2. Equipment and spaces will be sanitized between use.

III. Parent Governance and Curriculum

- A. All activities not identified above will be implemented via Microsoft Teams or Zoom, unless small group activities are allowed with masks and social distancing.

Resources

<https://www.kcpublicschools.org/reopening-kcps>