



COVID-19 Operation and Procedures Re-Opening Phases 1,2,3 and Post COVID

As the State of Maine is moving from “Shelter in Place” to “Safer at Home phases”, we at Pettengill Academy recognize the need to build on the previous plans put in place. The previous plans are included in this document as well as some new policy and procedures to help ensure the safety of our students and associates. The recommendations regarding COVID-19 continue to evolve as experts learn more about the virus, as a result this document is subject to change.

Screening Staff and Students

We are asking for students and staff to not attend Pettengill Academy if they present the following symptoms:

- Cough
- Shortness of Breath or difficulty breathing
- Fever (Body temperature above 100.4 degrees Fahrenheit)
- Chills
- Repeated Shaking from Chills
- Muscle Pain
- Headache
- Sore Throat
- New Loss of Taste and Smell

Students who present symptoms when entering the facility should be sent home immediately. A quick scan thermometer may be utilized to take body temperatures at Drop Off.

Students who present with symptoms during the day should be isolated immediately and sent home. The student needs to be picked up within the half hour. If the parent do not answer, we will leave a message and also send the following message on HiMama:

“We have called you and left a message. _____ has a temperature of _____ and due to our COVID procedures will need to be picked up in a half hour. Thank you, _____.”

Students who present with symptoms during the day should be isolated until the parent arrives to pick up.

Staff who present symptoms when entering the facility or during the day should be sent home immediately.

Students and staff need to be fever free for 24 hours without the use of fever reducers. This is something we will be strictly enforcing.

If a staff or family travels to an area deemed Level 2 or 3 health location, cannot return back to Pettengill Academy until they have self quarantine for 14 days with no symptoms.

If a staff or family has been exposed to someone who has contacted COVID, they cannot return to Pettengill Academy until they have been self quarantined for 14 days with no symptoms.

Physical Distancing Strategies

All special events and activities will be cancelled or postponed until it is safe to do so. This includes events such as Mother Day Tea, and Donuts with Dads.

Groups of students will be kept in separate rooms. In the morning, students will be brought to classrooms by 7:30 am. In the afternoon, children need to stay in their classrooms until the last teacher in the room punches out for the day.

When possible ensure nap mats are ideally 6 feet apart and place students head to toe in order to further distance for potential for viral spread.

Adults in the program will be limited to only adults caring for students and overseeing program operations. No outside visitors will be permitted.

Personal Protective Equipment

Supply staff with one cloth mask, allow them to wear it throughout the day if they choose to do so.

Provide Staff and parents with up to date COVID information and training if needed.

Use posters to remind staff and students about hand hygiene and physical distancing.

Drop Off and Pick Up Procedures

Discontinue use of biometric scanning for checking in and checking out students. Parents will check in with the front desk staff and we will check students in and out.

Set up a check in table in the front lobby to receive students from parents in the morning and return them to parents in the evening.

Only 2 non-staff people will be permitted in the lobby at any time. Please practice 6 feet physical distancing while waiting to be able to enter the building. We have multi-colored leaves on the walkway.

Parents will be limited to the entryway, and staff will walk students to their classroom.

Try to limit 1 adult per family at pick up and drop off.

Do not leave car seats in the building. If car seats are left, spray them down with disinfecting spray.

Food Preparation and Meal Services

Students will be eating meals in the classrooms instead of eating in the cafeteria area.

Students should wash their hands prior to and immediately after eating.

Staff should wash their hands before preparing food and after helping students to eat.

Cleaning and Disinfecting Protocols

During Active periods of COVID or other pandemic illnesses, the use of disinfecting cleaners approved from the EPA will be used. All disinfecting cleaners need to be labeled that it kills 99.9% of viruses.

Ventilate work spaces with open windows and doors to the extent safely possible.

Disinfect high touch surfaces multiple times during the day as well as more frequently during pick up and drop off times.

Clean all cots and sleeping surfaces after each use.

Leave extra clothes, and blankets at the facility through the week. Send home on Friday to be cleaned. If an item is contaminated before Friday, place the item in a plastic bag and send home to be laundered that night.

In Case of Illness

If a staff member or student test positive for the Virus, they are to follow the current CDC guideline to return to work, as well as confirmation from a medical professional that they are recovered. Pettengill Academy will require a 14 day quarantine before the staff member or student may return to school.

If a staff member or student tests positive for the virus, and has been in attendance up to showing symptoms, we will close for 48 hours to do a deep clean and disinfecting.

If a staff member or student tests positive for the virus, but 7 days has passed since the sick person has used the facility, Pettengill Academy will not close and continue their routine cleaning and disinfecting.