



Cora Hartshorn Arboretum
COVID-19 Protocols

Introduction

The Cora Hartshorn Arboretum and Bird Sanctuary (CHA) has put the following protocols in place to ensure the safety of our students and staff. We appreciate your assistance in helping us maintain these new procedures. This document has information about how cleaning, socially distancing, crafts, drop off, and pick up will take place for programs at the Cora Hartshorn Arboretum.

Cleaning

The Arboretum building will be cleaned and disinfected daily and certain items will be disinfected between uses. Floors will be cleaned daily and disinfected multiple times throughout the week. Chairs, tables, magnifying glasses, poly spots, and markers will be disinfected after each use. Toys that might be shared between children will be disinfected daily and before a different group uses them (if more than one group is using that item on the same day). Staff will hold the button at the water fountain when children need their water bottles filled.

Bathrooms

The sink handles, flushers, door knobs, and light switches in the bathrooms will be cleaned with disinfectant wipes multiple times throughout the day.

Handwashing

Hand washing will be required, before and after eating, after using toys, after doing a craft, after touching an animal, when coming back inside, and at all other appropriate times. A staff member will be responsible for turning on and off the water for each child during these organized washing events.

Prevention Methods

Here is a list of things that the Arboretum is doing differently for programs:

- Each child will be assigned a bin (with their name on it) to put all of their belongings in, this will prevent students from touching other's personal items
- Staff will try to avoid touching students belongings, if for some reason they need to they will put on gloves or wash hands before and after
- Children will be spending more time outside, we will be doing as many activities as possible outside

- Carpets will be removed where possible, kids will sit on vinyl spots that will be washed daily
- Each child will have their own craft supplies
 - It would be helpful if parents can send their children with the following:
 - Glue stick
 - 8 pack of crayons

Drop Off

Drop off will take place up the driveway at the back of the building. There will be markers on the ground to indicate where to line up if more than one family arrives at a time. CHA staff will be using a non-contact thermometer to take the temperature of anyone coming into the building. Anyone with a fever will not be allowed to enter.

Parents/Guardians

- Minimize the time they take saying goodbye to allow for the continual flow of traffic
- Maintain physical distance with other parents/guardians and students
- Wear a cloth face mask when exiting the vehicle
- Designate one parent/guardian to drop off children every day
- Individuals who are at higher risk for severe illness per CDC guidance should not drop off children
- On a child's first day the person dropping them off can walk them in to the building if necessary
 - This person will be required to be wearing a mask and have their temperature taken

Staff

- Will check off that student has been dropped off
- Confirm with parent or guardian that child has not had symptoms of COVID-19 or been in contact with someone who has tested positive in the previous two weeks
- Take temperature of child
- Walk student to their group

Pick Up

Pick up will take place at the back of the building, pickers uppers can get children by walking up the driveway on the side of the building.

Parents/Guardians

- Maintain physical distance with other parents/guardians and students
- Wear a cloth face mask when exiting the vehicle
- Designate one parent/guardian to pick up child every day
- Individuals who are at higher risk for severe illness per CDC guidance should not pickup children

Staff

- Will check off that student has been picked up by an approved guardian

Suspected COVID-19 Case

If we have a suspected case of COVID-19 on the premises, the suspected individual will be separated from the group and sent home immediately. Any items that person may have touched will be disinfected and the areas where they had been will be blocked off for deep cleaning.

Students

If a student is suspected of having COVID-19 they and their belongings will be brought outside with a staff member who will be wearing PPE. The staff member will make sure they have everything they came with and sit with them until they are picked up by an approved guardian. Parents will be required to follow up with a doctor and inform CHA if their doctor determines that they indeed have COVID-19. Parents of kids that have come in contact or may have come in contact with the sick child will be informed.

Staff

If a staff member is suspected of having COVID-19 they will leave the site immediately. The individual will be required to follow up with a doctor and inform CHA if their doctor determines that they indeed have COVID-19. Parents of kids that have come in contact or may have come in contact with the sick individual will be informed.

How Parents/Guardians Can Help

Please keep us informed on any changes to your child's health and if they have been exposed to COVID-19. In addition do not send you kids to programs if they have any of the following symptoms:

- Fever
- Cough
- Chills
- Shortness of breath
- Muscle pain
- Sore throat
- Loss of taste or smell

Disclaimer

These protocols are subject to change as the summer continues if new guidelines are established by the state of New Jersey.