**Emotional Safety**
COVID has caused a variety of mental health challenges for both staff and students. Focusing daily on personal mental health and well being, along with positively supporting student mental health is essential. Staff can connect with Site Supervisors for support, along with accessing NCOE’s EAP (Employee Assistance Program).

**PPE (Personal Protective Equipment)**
The COOL School program will ensure that an appropriate amount of PPE is available and accessible at all times. Program provided PPE will include:
- Face masks (both cloth and disposable) for both children and adults
- Gloves
- Hand Sanitizer
  - Hand soap and paper towels will be supplied by each school district
- Supplies for an isolation room (No-touch thermometers, N-95 mask, gown, shoe covers, & face shield)

**Utilizing Shared Program Spaces**
On each school campus, there will be a variety of shared spaces staff will have access to. Each space will have its own rules, which might vary site by site. Signage will be provided. A basic set of share space policies and procedures include:
- Staff Restrooms: Staff restrooms will all be single occupancy. Of course, staff must use proper handwashing technique before disinfecting.
- Staff Break / Eating Spaces: Staff are encouraged to take breaks and eat outside, when possible.
- Classrooms: Keeping doors and windows open and running air purifiers is highly advised

**Cleaning and Sanitization**
Each school site will have effective cleaning systems in place. As classroom cleaning is needed in the moment, staff will have access to school provided sanitizing spray and paper towels.

**COVID Symptoms / COVID Testing**
The COOL School program will adhere to the District Policy around staff and student symptoms and will collaborate with the Principal and district COVID Coordinator, in all cases.

*Staff will not be required to engage in regular COVID testing, but weekly testing is available upon request*
COVID 19 is a potentially deadly disease, which spreads through person-to-person contact. The best way to prevent contracting the illness is to avoid being exposed to the virus. The following personal safety policies and procedures aid in limiting exposure.

Pre-Program Daily Health Screening
Before coming to the school site each day, staff should engage in a personal health check, which ensures staff can answer no to the following questions:

- Are you experiencing, or have you experienced in the last 72 hours, any COVID-19 Symptoms?
- Is someone in your home experiencing any COVID-19 Symptoms?
- Have you had contact with someone diagnosed with COVID-19 in the past 14 days?

If the answer is yes to any questions above, please stay home and contact the Site Supervisor immediately.

* Please note, this health screening will NOT happen at the school site, it will be based on the honor system.

Masks / Face Coverings
All staff are required to wear a mask (preferably cloth), all day, every day. Masks must be on before walking onto campus. COOL School will have a supply of both cloth and disposable face masks available in the COOL School classroom, in the event that a mask is forgotten.

Hand Washing / Hand Sanitizing
Hand washing is an essential component of staff staying healthy. All staff are required to wash hands numerous times per day. Staff should follow the same hand washing requirements as students, which includes: upon arrival at the school site, before and after meals, before and after restroom use, and before entering a classroom. Staff should also consider washing their hands anytime there is a physical encounter with a child (acknowledging that this will not occur as much as possible) and anytime staff come in contact with student supplies or garbage.

Hand Sanitizers, while less effective than hand washing in preventing the spread of COVID 19, are still a good hygiene option. Hand sanitizers, containing at least 60% or more alcohol, will be provided by the COOL School program and accessible in all classrooms. Staff should use hand sanitizer at regular intervals when hand washing is not available.

Social Distancing with Staff and Students
Social distancing is no longer a requirement of programming, yet it is still considered a best practice. Keeping staff and students spaced out 3 feet apart, whenever possible, is highly encouraged. Activities that can take place outdoors, instead of inside, are also highly recommended.
COOL School Daily Programming

As of August 2021, state guidance and legislation has noted that ASES programs will operate "as normal" for the 2021 - 2022 school year. Listed below are program practices that have adjusted from last year and/or are changes to typical policies and procedures. A parent handbook with similar information has been created and will be shared with all families upon enrollment in the program.

**COOL School Student Arrival Procedures**
COOL School arrival and sign-in will be a passive, normal process. Students will have been on campus before arriving in COOL School, so the assumption will be made that students are healthy and well.
- Classroom Leaders should ask students about their physical and emotional health at sign-in daily.

**COOL School Daily Practices**
COOL School will continue to focus heavily on student safety. Current guidance allows for the following:
- Classes, no longer referred to as cohorts, should stay together as often as possible and will meet the 20:1 ratio. However, weekly clubs or the occasional combined class activities are allowed.
- Classrooms should keep doors and windows open and run the air purifiers at all times, increasing classroom ventilation.
- Social distancing between students is no longer a requirement. The exception is during meal times, aka snack, when students will be unmasked and should socially distance as much as possible.
- Indoors, students must wear a mask 100% of the time. COOL School will provide students masks as needed. Outdoors, students are welcome to follow the district policy enforced during the school day.
- Water fountains will be inaccessible; students will need to have water bottles or cups for drinking water.
- Materials should be limited to single student use as much as possible, yet material sharing will be allowed.
- Student restroom use will be limited to a single student at a time.
- COOL School staff will model and reinforce hand washing / sanitizing throughout the COOL School program: when entering the classroom, before snack, after using the restroom, and other times as needed.

**COOL School Student Dismissal Procedures**
Parents will not be allowed on campus this school year. Parents should plan to pick up their child at the 5:45 - 6:00 PM sign-out time each day. If an early pick-up is required, parents will need to call or text the Site Supervisor, asking for their child to be released early. Staff need to ensure they have walkie-talkie access at all times, to hear these notifications.
Staff will continue to record on the sign-out sheet who picked the child up each day (Ex. Mom, Sister, Uncle), along with initialing that they saw the student leave with this person. Visual and verbal communication with families at pick up is highly encouraged.