



Capitol Language Services, LLC  
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CLS in-person programs  
Participant Agreement & Safety Guidelines

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## Participants & Families

Timely and honest communication is key to a successful and safe learning experience. Parents and instructors are encouraged to communicate about the items described here, as well as other topics that may seem relevant. Trying to describe here every instance that might occur, is not possible.

### **Outside the program all participants, families, and instructors commit to:**

- Socialization outside the program, mask wearing, etc. should be done in a responsible matter and following all the CDC and other health authorities' guidelines.
- When children participate in sports activities or take classes outside CLS, families must inform the instructor.
- CLS trusts the families in letting us know if coaches, teachers, caregivers of their children observe safety rules, especially if they are wearing a mask when teaching or conducting sports activities.

### **During CLS' hours:**

- All participants will wear a mask while in the learning space and respect social distancing whenever possible. The CLS' instructor will wear a N-95 respirator mask.
- Parents should make sure that masks are changed daily, are well fitted and of the appropriate size for their children. CLS instructors reserve the right to change the mask if they are not fitting well.

### **Sickness or secondary exposure to COVID-19:**

- If a student is sick: runny nose, cough, diarrhea, etc. that student should not come to CLS. The student can return until after all the symptoms have passed. See page 6 for more details.
- After any known exposure, even if is secondary, parents should keep the child home and inform the CLS instructor and director. After consulting the families, CLS will decide if the program needs to close or remain open.
- The safety of our staff members and children is paramount to CLS. Therefore, CLS and CLS Instructors reserve the right to close the program temporarily, if we believe there is any risk for the students and/or staff members.

### **Travel:**

- When one or several family members are traveling, host gatherings, participate to gatherings, families must inform CLS. CLS staff members would be asked to do the same.
- When traveling, household members should **wait 3 days**, get tested for COVID-19 and resume the program once the results come back negative.
- During major Holidays, such as Thanksgiving, if the families attend or host any gatherings or travel, they will have to wait 3 days and get tested for COVID-19. They can resume their participation to the program as soon as the tests results come back negative.

## After-school

CLS will provide a safe after-school space with the following characteristics:

- A well-ventilated space
- A space that allows 3-ft. apart for all participants, marked, with chairs and tables
- Access to a bathroom, a sink, soap, and paper towels
- An outdoor space
- A space dedicated to quarantine a student that does not feel well during the day, if needed
- A space for students to drop off their belongings. Space will be the same every day in order to properly sanitize it at the end of the day.

When the program is held at a DC public school, the school is responsible for giving CLS specific guidelines regarding, space, number of children allowed in each classroom, sanitization rules, etc.

CLS will strictly comply to the rules of the schools where the program is held.

Please check your school's website to view rules and protocols or contact the Principal for more information.

## Daily Routines

### Arrival

Upon arrival to the program's space, the instructor will check the child's temperature and log it in the weekly chart (see below). An instructor with a fever of 99.5°F (37.5°C) or above or with other signs of illness, will not be allowed to work for the group. In which case, CLS will inform the families. A student with a fever of 99.5°F (37.5°C) or above or with other signs of illness, will not be admitted to the program.

Students and staff members should all be wearing a mask prior entering the program and before encountering anyone else outside.

The children will get hand sanitizer as soon as they arrive.

Students will drop off their belongings on a designated area. Only the student itself will be allowed to handle their belongings.

### Example of a Temperature Chart

Instructions: Every day of the week, when a student arrives, the staff members will check the student's temperature and log it on the chart below. The chart will be kept with all the records. A temperature of 99.5°F (37.5°C) or higher will need to be reported immediately.

Week:					
Student's Name	Monday	Tuesday	Wednesday	Thursday	Friday

### During CLS Hours

Students will be reminded of washing their hands every couple of hours or when switching activities.

The staff members will remind the children to stay 3ft. apart and will ensure that the guidelines are followed.

Dismissal will happen promptly. Parents will wait for their children outside. CLS staff members will dismiss them as parents arrive.

### In case of an emergency

If a student becomes sick or complains about not feeling well, parents should be available to pick up the child within 30 min of the director's call.

While waiting for the parent's arrival, one of the staff members will place the child in an isolated area, to prevent contact with others. The staff members will then communicate with Cinzia Roveta for further instructions.

If your child becomes injured at CLS, the teacher in charge will administer simple first aid such as washing the injury, applying ice, and bandaging. The teacher will then fill out an injury report.

If the injury is serious, we will call the parent for instructions. If the injury requires the services of a doctor, the following procedure will be followed:

1. Call parent or guardian.
2. Call one of the persons listed on the emergency contacts list.
3. In the case that the above two fails, we will call an ambulance or paramedic team and have the child taken to an emergency hospital. Any of the expenses incurred will be the responsibility of the child's parents or guardians.
4. If the injury looks serious the staff members might decide to call 911 before calling the parents.

For children with severe allergies and conditions, parents are required to send medicines and EpiPens with their child.

### Contingency Plan in case of a Positive Covid-19 Test

If a student, CLS staff members, or member of the family has tested positive for Covid-19, the family will contact Cinzia Roveta immediately. Cinzia will inform all participants about the positive result. The name of the student will not be released as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act. CLS will then notify local health officials. Anyone participating must be looking out for symptoms or get tested. CLS will make a decision for when is safe for the CLS staff members to return.

While waiting for results, all participants and their families will be discouraged from gathering or socializing anywhere. This includes other childcare arrangements, as well as gathering at places like a friend's house, a restaurant, shopping mall, etc.

## Sickness

### Please keep a child with these symptoms or conditions at home:

<b>Fever</b>	A fever of 99.5 F or higher or chills
<b>Cough</b>	Cough and/or other obvious symptoms of a respiratory illness including shortness of breath or breathing difficulty
<b>Diarrhea</b>	Loose, watery stools
<b>Vomiting</b>	One or more episodes of vomiting
<b>Cold</b>	Runny eyes and nose, frequent sneezing, breathing difficulties, cough and/or other obvious symptoms of a respiratory illness
<b>Malaise</b>	Symptoms include muscle aches, fatigue, new loss of taste or smell, nausea, poor appetite or feeding, or general feeling of being unwell
<b>Ear infection</b>	Extreme pain in ear, redness in and/or discharge from ear
<b>Conjunctivitis (pink eye)</b>	Symptoms include swollen, irritated, red, oozing eyes, which may become encrusted during sleep
<b>Strep Throat</b>	Sore throat, usually accompanied by fever
<b>Lice</b>	Head lice and/or nits are present on scalp
<b>Chicken Pox</b>	Itchy blisters on skin, often preempted by fever, headache, and/or stomachache.

### A child may return to school when s/he meets the following criteria:

<b>Fever</b>	Should be tested for COVID. Must have a negative test result and be fever free without the assistance of medication for at least 72 hours
<b>Cough</b>	Should be tested for COVID. If test is negative, the child can return 72 hours after symptoms have resolved.
<b>Diarrhea</b>	Should be tested for COVID. If test is negative, the child can return 72 hours after symptoms have resolved.
<b>Vomiting</b>	Should be tested for COVID. If test is negative, the child can return 72 hours after symptoms have resolved.
<b>Strep Throat</b>	May return after 24 hours after antibiotic treatment has been completed AND a normal temperature for 72 hours.
<b>Chicken Pox</b>	All present sores have scabbed over, and no new sores have formed.

If the COVID test is positive, the child needs to be kept home, and may return when: (a) 24 hours have elapsed without a fever of 99.5 F (without medications) and (b) symptoms are improving AND (c) at least 10 days from symptom onset or test date.

If a child exhibits any symptom of being ill, such as diarrhea, fever higher than 99.5F (37.5C) or onset of a rash, the child will be placed on an isolated area and parent/guardian will be contacted to pick up the child immediately. If CLS is unable to reach the parents/guardians, we will then contact the emergency contact.

Report all communicable diseases to the director, regarding your child and other children at home whose illness may pose a threat to the other Capitol Language students (i.e., Lice, strep throat, stomach bug, to name a few.) Please communicate with the CLS staff regarding any sudden deviation in your child's routine or behavior. The teachers need to know how to react and what special treatments a child might need.

## MEDICATIONS AND TREATMENTS

CLS follows the DCPS policy regarding administering medications and treatments to students. This establishes that only a nurse or a DCPS trained staff member are authorized to administer medications and/or treatments.

You can find the complete policy here: <https://dcps.dc.gov/health>

CLS will not be able to administer, monitor or ensure the proper administration of medications and/or treatments. In this case, parents will be responsible to arrange another alternative such as coming to the learning space and administering the medicine and/or treatment to their own child.