



Plan of Operation during COVID-19

Drop-off & Pick-up

1. Pre-school Parents will not be allowed to enter/ exit the facility unless absolutely necessary. Only one Infant parent will be allowed to enter the school when dropping off and picking up the child. We will have one teacher waiting at the front door to escort children to facility.
2. Parents entering the building MUST wear a face covering AND sanitize hands at the entryway. Parents' temperature will be checked before entering the facility.
3. Sign In/ Out will be placed outside the doorway of the building (weather-permitting). In the event of rain, arrangements will be made for parents to sign in at the entry of the building.
4. Single use pens will be made available at the sign-in area. They will be discarded after each use into a bin and sanitized properly each day.
5. All students' temperatures will be checked upon arrival. Parents will be questioned about health of child. Any child with signs of respiratory illness, a fever of 100 or greater, a cough, or shortness of breath will not be admitted at drop-off and will be sent home immediately if any of these symptoms present themselves during the course of the day.
6. All students must wash hands thoroughly immediately upon drop-off.

Groups

1. No more than 10 preschool children will occupy a group at any time.
2. The same 'stable' group will remain together throughout the day.
3. The same teacher will remain with their group throughout the entire day and will NOT mix with any other group.

Teachers

1. All staff will be required to wear a mask for the entire duration of the day.
2. All staff temperatures will be checked upon arrival to work.
3. Any staff member with signs of respiratory illness, a fever of 100 or greater, a cough, or shortness of breath will not be admitted at arrival and will be sent home immediately if any of these symptoms present themselves during the course of the day.
4. All staff must wash hands thoroughly immediately upon arrival, after sneezing, coughing, toileting, during food service or providing direct care to a potentially ill child.

Cleaning

1. An **hourly walk-thru** will take place to sanitize counters, chairs, doorknobs, toys, light switches, handles, desks, toilets, faucets, sinks and other areas that are highly trafficked.
2. A **deep cleaning will be done daily**, and bleach water solution will be used with at least 1 minute of contact/ absorption time per CDC guidelines.
3. Windows and doors will remain OPEN at all times during the day to reduce stagnant air.
4. Toys will be on a rotational schedule to ensure proper disinfecting after use.
5. Outdoor play equipment will be sprayed down daily with a bleach water solution.
6. Sanitizer used/ provided will be at least 60% alcohol based.

Social Distancing

1. Signage will be posted at school entrance reminding all adults:
 - a. **Nobody allowed in facility without face covering**
 - b. **Individuals with respiratory symptoms absolutely NOT ALLOWED**
 - c. **Adults must maintain minimum 6-foot social distancing at all times.**
2. Only one parent will be allowed to pick up at a time. They will call ahead to announce arrival in driveway and child will be escorted to the front door. The

waiting area will be taped off outside the entryway for parent to sign out and pick-up.

3. Center areas will be marked off and children will be instructed on how many children can use each center at one time.
4. Any table activities/ feeding will be done with children staggered every 3-4 seats.
5. Outdoor curriculum will be planned daily to maximize fresh air and social distancing.
6. Children will nap at least 6 feet apart and head to toe.

Hygiene

1. Students & staff will wash hands for a full 20 second count upon arrival, before and after meals, after toileting, and prior to any transitions from one curriculum center to the next.
2. Staff MUST wash hands, then sanitize employee restroom after each use (toilet seat, toilet handle, faucet, door knob)
3. Students will be guided to wash hands after sneezing, coughing, blowing noses.
4. Soap, hand sanitizer, and paper towels will be readily available throughout the building.
5. Staff MUST WEAR gloves while providing direct care to children. Toileting, food service, etc.
6. Staff MUST WEAR a mask/ facial covering AT ALL TIMES indoors.

In the Event of Illness

1. Staff and children will be excluded from care for a minimum of 7 days and MUST be fever free for 72 hours (without the use of fever reducing medicine).
2. A note will NOT be required from the doctor to return to care.
3. Students showing symptoms of illness will be removed from the group immediately and placed in the Director's office under direct supervision until an authorized caregiver arrives. If possible, they will be given a mask to wear.
4. In the event of confirmed Covid-19 case, the Public Health Department and Community Care Licensing will be notified immediately to decide on next steps.

5. If a family member is ill in the home, that child will need to remain home (excluded for childcare) for a period of 7-14 days.