



Pleasant Run Learning Center & Preschool North

Current Hours of Operation: 7:30am-5:00pm

Enhanced COVID-19 Plan and Procedures/Reopening (June 2020)

SCREENING & HYGIENE PROCEDURES:

STAFF:

1. Immediately upon arrival, staff should go to the office to have their temperature checked. If temperature is above 100 degrees, you will be sent home. (If you have a fever, you will not be able to return until you have been fever-free for 72 hours without fever reducing medication. You will also be encouraged to get a COVID-19 test.) Staff shall be rechecked for fever if they begin to feel ill. Staff will also have temperature checked every 4 hours.
2. After temperature is cleared, staff must wash hands before clocking in or out. (At this time, Miss Courtney will log staff hours.) Staff are to continue to follow handwashing procedures for themselves and the children in their classroom.
3. Staff are to wear face shields or masks and follow the Face Shield Policy and Procedures throughout the day.
4. Staff are to only enter the classroom they are assigned to for the day. Floaters may be used in more than one classroom. However, the floater must wash their hands and change PPE prior to switching rooms. If you wear a face shield you would need to use a disinfecting wipe. If you wear a face mask you would need to change to a clean one. We do have masks on-site that you may use but please leave them on-site to be cleaned before you leave for the day. In addition, staff will NOT have to bring an extra shirt to change between classrooms.
5. "Ways to Protect Yourself from Coronavirus" will be posted in the foyer.

6. Staff having any of the following symptoms should NOT report to work or should leave work immediately if they have any of these symptoms:

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| *Fever (100 degrees or more) | * Dry Cough |
| *Shortness of Breath | * Loss of Smell or Taste |
| *Body Aches | * Headache |

7. Staff must additionally wash hands before meals, upon entering after going outside, help in assisting children in the restroom, and at other DCFS recommended times.
8. Staff cannot combine rooms inside or outside at any time.
9. Staff will not be allowed to have other outside employment in a high-risk environment such as a medical facility or nursing home.
10. The center's staffing plan will make every effort to have substitutes available in the event a staff member becomes ill. If more than one staff member becomes ill, the Assistant Director will be used as a teacher in the classroom. **(Reopening requirement)**
11. Alcohol-based disinfectant will be placed in every classroom on the teacher's workstations and will always be kept out of reach of children. Hand sanitizer will also be available outside the classroom to be used upon arrival and during times staff return from lunch break.

CLASSROOM:

1. After nap, all cot sheets, crib sheets, and blankets are to be immediately taken to the laundry room to be washed. Cots are to be washed once per week. All cribs are to be sanitized 2 times per week and disinfected with a germicidal solution.
2. All toys that are put into a child's mouth are to be put in a tub to be disinfected daily.
3. Meals are to be plated by the teacher – not served family style. Children are NOT TO help set up for meals/snack. Even with low numbers of children, staff should use multiple tables for meals and snacks to implement social distancing whenever possible. There are to be no large group times on the carpet.
4. Frequently touched surfaces are to be disinfected each hour. Examples: walls, tables, shelves, sinks, toilets, trash cans, doorknobs, etc. Staff will be responsible for vacuuming and mopping their classrooms at the end of each day. Staff working during naptime should disinfect after all children are napping.

5. Children are to be monitored throughout the day for fever and other signs of COVID-19. Temperatures will be taken every four hours.

6. If a child has COVID-19 symptoms, they are to be immediately taken out of the classroom and isolated in the office. Parents are to be called and asked to arrive immediately. The Director will request that the child be kept home until they have been 72 hours fever free without reducing medication. Staff are to disinfect all frequently touched items/areas in the classroom and areas touched in the office while in isolation. Disinfectant bottles are always to be kept full.

Staff should make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Staff should wear a mask while with an isolated child and wash their hands after the child is picked up. **(Reopening Requirement)**

7. All cribs will be placed 6 ft apart in width and 3 feet apart on the plexiglass end when in use. Cribs are not to be shared. Cots are to be placed 6 feet apart while in use unless there is a clear barrier between them. When a child is no longer enrolled their cot/crib shall be sanitized and disinfected prior to another child using it.
8. Playground toys should be separated by classroom and not shared.
9. All staff will receive training on proper disinfecting and ways to protect themselves against Coronavirus and COVID-19 signs to watch out for in themselves and the children in their classroom.
10. All plush toys and soft books and material seating is to be removed from the classroom.
11. Use of shared waterplay, including pools should be postponed at this time. Sprinklers are permissible as long as children practice social distancing.

CENTER:

1. There are to be NO outside non-essential visitors or field trips until further notice.
2. All family events, parent/teacher conferences, field trips and swimming have been cancelled until further notice.
3. The same teachers are to remain in the classroom throughout the day. No classrooms will combine during any part of the day. An aide can be used for up to 3 hours per day if needed to relieve a certified staff.

4. No water fountains are to be used. Please bring a water bottle for your child every day.
5. There will be no parent tours conducted. Parents will be referred to our website to view.
6. Signage is placed throughout the center on ways to prevent the spread of germs.
7. The playground will only be used by one group at a time in each fenced in area.
8. Before transitioning a child out of a classroom, the Director shall meet with the parent and come to a consensus and then the Director should notify DCFS.

PARENT PRECAUTIONARY PROTOCOLS:

1. A child's household must remain out of the center if any member of the household has or has been in close contact with anyone who has:
 - a. A confirmed case of COVID-19; or
 - b. Traveled: internationally; domestically, from an area which is experiencing Widespread community transmission of COVID-19 (currently New York, New Jersey and Connecticut); or from any area which is the subject of similar travel restrictions under applicable state and local guidance.
2. 14 days after the last potential exposure, your household may return provided these three things have happened:
 - (a) At least 7 days have passed since any household member first experienced symptoms; and
 - (b) Symptoms have improved for any household member that experienced symptoms (for example, cough or shortness of breath has improved); and
 - (c) The household has been fever-free for at least 72 hours without the use of fever reducing medicines.
3. Depending on the circumstance's administration may require the parent to obtain medical clearance before return to the center will be allowed.
4. HOUSEHOLD MEMBERS: include individuals who may not live in the household but may be staying there or are otherwise present in the household on a regular basis (e.g. nannies, caregivers, home health workers, contractors, etc.) and includes anyone with pick up or drop off privileges at the center.
5. Exclusion from the center is sometimes necessary to reduce the transmission of illness. For the child's comfort, and to reduce the risk of contagion, parents will be asked to pick up their child within 1 hour of notification. Until then, the child will be kept comfortable in an isolated area in the office with staff and will continue to be observed for symptoms.

6. Consistent with our COVID-19 Policy, the household will be required to remain out of the center for 14 days.
7. Administrative staff will keep a log of possible infections.

SCREENING OF CHILDREN AND PARENTS UPON ARRIVAL:

1. Persons who have a fever of 100⁰ or above or other signs of illness will not be admitted to the facility. Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick. All children are screened for temperatures upon arrival. All children or staff with a temperature of 100 degrees or higher will not be allowed to stay. Staff will document all temperatures.
2. Children are then taken to the hallway restroom to have their hands washed. Children are then taken to their classroom by staff.
3. Children ages two and over are encouraged to wear masks, only if tolerable. The center will provide masks for children. In order to protect staff while conducting temperature screenings, all screeners will wear a face shield or mask, gloves and use a handheld thermometer to reduce close contact.
4. Screeners will disinfect door handles, pens, and thermometer between screeners.
5. Parents should be prepared to allow an extra 10 minutes for arrival and departure.

PARENT ARRIVAL & DEPARTURE:

1. A hand hygiene station is to be set up at the entrance of the facility for parents and staff to use. Parents are only allowed to enter in the foyer of the center. Parents are not allowed to go to your child's classroom.
 - o Staff will greet children/parents in the foyer as they arrive.
 - o A handheld forehead thermometer will be used to take the child's temperature and the parent's temperature.
 - o Staff will sign all children in and out.
 - o After washing the child's hands in the restroom, staff will walk all children to their classroom, and at the end of the day, walk all children back to the foyer for parent pickup.

2. Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19. Only one parent or guardian should be with their child(ren).
3. Parents should wash blankets daily. All items brought MUST fit in a child's cubby. No outside toys or backpacks can be brought in at this time.
4. Parents should wear a mask upon arrival and departure as well as children over the age of two years.
5. Parents are encouraged to spray shoes, with disinfectant each night.
6. Parents should contact the center and report any absences and all symptoms of their child and call if a family member has tested positive for COVID-19.

IF A CHILD OR STAFF MEMBER IS IDENTIFIED WITH COVID-19 SYMPTOMS:

All previous screening & hygiene procedures will be continued.

- If a sick child or staff member has been isolated due to displaying COVID-19 symptoms, staff are to clean and disinfect surfaces in the office and the child's classroom after the sick child has gone home. Other areas used by the sick staff such as offices, bathrooms and common areas should also be disinfected. All parents of children experiencing COVID-19 symptoms (and staff) will be requested to contact their local health professional for further guidance.
- If a child or staff in attendance at the center test positive for COVID-19, parents, staff and guardians will receive written communication. During this time, the classroom and staff who had been exposed to the possibly ill person are to be excluded from care/work. If the COVID-19 test comes back negative, then the classroom and staff can return. If not, all children and staff are to be sent home to isolate for 14 days before returning. **(Reopening requirement)**

Communication with local Health Department (Reopening requirement)

- The Director will immediately communicate any COVID-19 suspected cases with the Sangamon County Public Health Department and notify our DCFS licensing representative by telephone and follow-up in writing. Families must immediately notify the center if someone in their home tests positive for COVID-19 or has come in close contact with a positive case. The local health department may issue further guidance and support. The Health Department will also communicate to parents through contact tracing if additional identification measures are needed. Depending upon children absences/staff able to work, classrooms may close, or hours may be affected. The

Director will be assigned to assist the local health department in contact tracing and monitoring absenteeism among children and staff.

CLOSURE: (Reopening requirement)

- If there is an active case of COVID-19 at our facility, we will close for a length of time to be determined in partnership with our local health department and DCFS.
- Our Insurance company, DCFS, IDHS, NAEYC and parents affected will be notified.

COMMUNICATION METHODS: (Reopening requirement)

- Staff and Parents - Everyone will receive communication via Class Dojo, Facebook, phone and/or email.