



## Policies and Procedures for Preschool Operations

**Updated: 8/26/2020**

**Approved: 9/8/2020**

### Signage

- Post signage in drop-off/arrival area and throughout the classrooms and common areas to remind staff and children to:
  - Keep six feet of distance whenever feasible
  - Wear a mask
  - Wash your hands

### Arrival and Departure

- Prior to arrival, clearly communicate expectations to parents and caregivers
  - Communicate the following arrival and drop-off procedures well in advance and send frequent reminders
  - Ask parents and caregivers to monitor for any symptoms of COVID-19 and not bring the child(ren) to preschool if anyone in their household is ill or is showing any signs of illness.
  - Ask parents to designate the same parent or individual to drop off and pick up the child every day if possible.
- Suggest that high-risk individuals refrain from dropping off or picking up children
- Arrival and drop-off procedures should limit direct contact between staff and parents/caregivers as much as possible.
- Staff will wear masks at all times. Strongly consider adding a face shield during arrival and departure times. Director will perform greeting and check-in duties.
- Upon arrival:
  - Ask parents and other guests to remain in their car and not enter the building. Staff should go outside to greet children.
  - Take the temperature of each person in the car and screen each person using the screening questionnaire.
    - If anyone in the car has a temperature of 100 or higher (taken with an infrared thermometer) all children in the car or living in the same household as the sick person will not be permitted to enter the building
  - Staff will escort each child to his/her classroom.
- For departure, parents and guests will remain in their cars and director will escort each child to his/her car.
- No parents, visitors, or guests should enter the building except in rare instances, with Director approval

## Classroom Protocols

- Maintain ratios that allow for additional social distancing in the classroom. Limit class size to 12.
- Teachers must take attendance each day and retain a detailed record of daily attendance to support potential contact tracing
- Keep each group of children in their assigned rooms throughout the day with the same childcare providers.
- Restrict teachers to one classroom with one group of children. Limit the use of “floater” teachers to one per classroom to provide coverage for staff.
- Limit mixing of children as much as possible by staggering outdoor times and prohibiting other group activities, including in-person field trips until CDC and state guidance changes to allow this.
- Incorporate virtual events such as field trips, parents and family meetings, and special performances where possible.
- Keep a designated bin for separating used toys and maintain awareness of children’s behaviors. When a child is finished with a toy, remove it, place it in a toy bin that is inaccessible to other children, and wash hands. Clean and sanitize toys before returning to children’s area.
- Remove all soft toys from the classrooms. Also remove all toys that cannot be easily cleaned and disinfected
- Prohibit shared water play/tables and other sensory play such as rice, beans, sand, or playdough activities. Individual play dough that is marked with the child’s name is allowed.
- Mark hallways and waiting areas to indicate 6 feet spacing.

## Cleaning and Hygiene

- Use an EPA-registered disinfectant that is active against coronaviruses.
- Clean and disinfect frequently touched surfaces throughout the day and at the end of each day, especially doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- Clean and sanitize all toys at the end of the day.
- Have adequate supplies to support healthy hygiene behaviors (e.g., soap, paper towels, tissues, and hand sanitizer with at least 60 percent alcohol for safe use by staff and older children).
- Assure that sanitizer is out of reach of young children to prevent accidental poisoning.
- Allow time between activities for proper cleaning and disinfection of high-touch surfaces.
- Teach and reinforce hand hygiene guidance for adults and children such as washing hands frequently with soap and water for at least 20 seconds or using hand sanitizer. In addition to usual handwashing, everyone should wash hands:
  - Upon arrival in classroom in the morning
  - Before and after eating snacks
  - After blowing noses, coughing, or sneezing or when in contact with body fluids
  - After toileting or changing diapers
- Incorporate frequent handwashing and sanitation breaks into classroom activity.
- Minimize use of shared supplies and label individual supplies and items.

## Face Coverings

- Teachers and Staff are required to wear a cloth face covering or disposable surgical masks at all time, except when eating or drinking.
- Individuals should be reminded frequently not to touch the face covering and to wash their hands.

## Monitoring Symptoms

- Daily health screenings, including a temperature check, of anyone entering the school, including children, staff and other necessary visitors, is required and should be recorded.
- Do not allow anyone to enter the building if:
  - Have tested positive for or are showing symptoms of COVID-19
  - They have recently had close contact with a person with COVID-19.
  - Please refer to the St. Mark's Office Pandemic Policies for full details
- Immediately isolate a child or staff member that develops fever, chills, shortness of breath, new cough, or new loss of taste or smell and send them and any family members home as soon as possible.
- While waiting for a sick child to be picked up, have a caregiver stay with the child in a place isolated from others. If the child has symptoms of COVID-19, the caregiver should remain as far away as safely possible from the child (preferably 6 feet) while maintaining visual supervision. The caregiver should wear a cloth face covering or a surgical mask, if available. If the child is over the age of 2 and can tolerate a face covering, the child should also wear a cloth face covering or a surgical mask if available.
- If a sick child is sent home due to confirmed or suspected illness, any siblings must be sent home as well.

## Confirmed Cases

- Notify local health authorities of confirmed COVID-19 cases among children and staff.
- If a person with COVID-19 was in SMLP while infectious, child care administrators should coordinate with local health officials to notify staff and families immediately while maintaining confidentiality.
- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. In most cases, it will not be necessary to close down an entire building.
- If there is a confirmed case amongst preschool staff or students, the entire preschool will close until the facility can be thoroughly cleaned, or for an extended period of time as advised by local health officials.



## Returning to SMLP

- If a person is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they can return to SMLP once all three of the following criteria have been met:
  - At least 10 days since the person first had symptoms,
  - At least 3 days since the person had a fever (without using fever-reducing medicine), AND
  - At least 3 days since the person's symptoms have improved, including cough and shortness of breath.
- If a person has been diagnosed with COVID-19 but does not have symptoms, they can return to SMLP once 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.
- If a person has had a negative COVID-19 test, they can return to SMLP once there is no fever without the use of fever-reducing medicines and they have felt well for 72 hours.
- If a person has been determined to have been in close contact with someone diagnosed with COVID19, they can return to SMLP 14 days after their last known exposure, unless they test positive. In which case, criteria above would apply. They must complete the full 14 days of quarantine even if they test negative.
- Documentation of a negative test is not required to return to SMLP