

Health & Safety Protocols – Effective July 6, 2020



1. Arrival Procedures

- a. Teachers and parents are required to complete the *Remini* Daily Questionnaire. If even one symptom, faculty and child/ren are not allowed to attend. A Covid-19 negative test is required for re-admittance.
- b. The first Preschool Administrator to arrive must enter through the Fitness doors so that their temperature can be screened. After that, all Preschool Administrative and teaching staff should enter through the Preschool entrance.
- c. Teachers are required to have their temperature checked upon arrival. If they have a temperature of 100.4 or greater, they will be dismissed immediately and be required to have a Covid-19 test. A negative test result will be required before returning to work.
- d. Teachers are required to disinfect their shoes and their hands upon arrival.
- e. For any forms that need to be filled out teachers are encouraged to use their own writing utensil. There will be writing utensils available and if you use them, you are required to use the ones marked “Sanitized”.
- f. Children’s temperature will be screened before entering our building. If they have a temperature of 100.4 or greater, the child/ren will not be allowed to be in our program. They will be required to get a Covid-19 test negative result before returning to our program.
- g. Teachers assisting with carpool will wear protective gowns. Gowns will be disinfected as needed if a teacher is required to hold a child.
- h. Children will disinfect their shoes upon arrival with assistance from staff and they must disinfect their hands with sanitizer (or wipes for infants and toddlers).
- i. All faculty holding hands of children during carpool will sanitize hands every time in between children. Gloves can be worn; but are not a substitute for hand-sanitizer.
- j. Backpacks/bags of children must be disinfected/sprayed once on hooks in hallways.

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2. PPE – Personal Protective Equipment

- a. Face Coverings: face coverings are required at all times. They must be worn correctly covering both the mouth and nose. The only exception to this policy is when eating and drinking. Face coverings must be worn in the classrooms, for diapering, toileting, feeding, serving food and all interactions with the children and other staff. It is recommended to eat lunch while the children are resting or napping, to allow for social distancing while the teacher's mask is off for eating.
 - All Preschool Administrative staff are required to wear face coverings when in the presence of staff or children. If they are alone in the office or a minimum of 6 ft apart, they can be without the face covering. If they ever take off your face covering, they must spray the air with disinfectant when they leave.
- b. Clear Face Coverings/Shields: It is permissible to wear a clear face covering along with the full-face shield so that the teacher's face is visible. The half clear face mask cannot be worn by itself, it must be worn with the full-face shield.
- c. Gowns/Wraps: All infant and toddler teachers are required to wear the provided gown/wrap as protection.
 - If holding a child, the wrap is to be sprayed with disinfectant between children.

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3. Specialists

- a. The music/movement specialist will now be housed in the J Tech, Room 16, and will conduct the zoom specials from that room. This specialist is permitted to remove her mask when singing, but the door must remain closed. The specialist will disinfect the air once the specialist is done for the day.
- b. The other camp specialists (art, cooking and science) will be housed in the Preschool lobby. These specialists must wear masks at all times. If the Zoom technology is not working effectively, these specialists are permitted to deliver the materials to the teachers in classrooms with instructions. The specialists will NOT go into classrooms.
- c. Swim – When walking to the pool through the playground, the group on the playground must move to the side to allow for proper social distancing for the class walking to the pool. The gate must be closed behind you. Face coverings are not required for swim but if you do so, it must be made of material appropriate for water. Typical face coverings do not allow you to breathe properly when wet. Children should not wear face coverings for swim.

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4. Common Areas

Social distancing 'circles' will be strategically placed in the preschool common areas including: foyer, lobby, offices, and kitchen. You are required to abide by these and remain a minimum of six feet apart from another staff member in these common areas.

A. Office/Copy Room

- a. Teachers are required to call the office to request permission to come to the office area. We are only allowing up to two staff members in this area at a time to meet the six ft. social distancing requirements. You must abide by the social distancing circles that will be on the floor(s),
- b. Copy machine and laminator usage will be limited. The administrative staff will do most of this to minimize contact on these machines as well as congregating in the office area. There will be copy and laminating drop-off boxes outside of the office.
- c. Cleaning materials will be at all common areas with instructions to sanitize.

B. Kitchen/Lunches/Snacks

- a. The kitchen is closed to group seating; chairs have been removed. Social distancing circles on the floor must be followed. No more than two staff are allowed in the kitchen at the same time; you must wait in the hallway adhering to the social distancing circles.
- b. Snacks and lunches will be delivered to your classrooms; teachers do not pick up lunches in the kitchen.

C. Preschool Front Office

- a. There will no longer be three administrative staff housed in the front office. Two administrative staff is the maximum number at the front and back desks. Face coverings must be worn at all times when a visitor enters the office area.

D. iPad cart

- a. iPad cart will now be located in the lobby in front of one of the digital cameras.

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5. Cohorts

- a. Children are assigned to a cohort with up to three consistent teachers. We will limit the number of adults that will interact with your children.
- b. There may be instances where we have to place a substitute teacher in the classroom if one of the teachers is out.

6. Playground

The playground areas will be divided into sections and classes will go only to their assigned section. Each teacher will be responsible to spray the class's assigned playground area and equipment with disinfectant prior to leaving.

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7. Cleaning/Sanitizing Protocols

Daily logs will be in every classroom for teachers and maintenance to sign off on for:

- a. Bleach/soap water bottles changed out daily
- b. Knobs, handles, light switches and common-touch room surfaces sanitized throughout the day
- c. Floors swept multiple times daily as needed
- d. Floor disinfectant used at least twice during the day to mop the floors when children are out of rooms;
- e. Air disinfected in the classroom when children leave the classroom for playground and swim
- f. Room sprayed by electrostatic sprayer daily after-hours
- g. Playground slides, cars, benches to be sprayed with disinfectant between classes
- h. Common areas mopped during the day
- i. Adult bathrooms sanitized by user - toilet seat, knobs, handles, light switches
- j. Adult bathrooms mopped, disinfected every two hours during the day: 11 am, 1 pm, 3 pm
- k. Children's bathrooms sanitized after every use: bleach water/sanitizing wipes for all knobs, toilet seats and sink; bathroom air disinfected
- l. After-hours: all hard surfaces disinfected, floors mopped with bleach water or other disinfectant, bleach water in every toilet, sink, all knobs, light switches, other common-touch surfaces



If/When There is a Positive Case

- Only the classroom/cohort that has the positive case will temporarily close and will be deep cleaned.
- All staff and children that had direct contact with the person who tested positive are required to be tested for Covid-19.
- Once we get back 100% of these test results and they are all negative, the classroom will reopen the following day. The minimum we would be closed would be two to five days.
- If there is even one more additional positive case within that classroom (staff or child), that classroom will be required to quarantine for 14 days from the last they were together. We will reopen on the 15th day from that day they were together.