

# Emergency Procedures for Children of Joy Preschool

This document explains the new policies and procedures that are taking place at Children of Joy during the COVID-19 pandemic. We have created these policies and procedures using the recommendations from the CDC, Governor's office and Texas Health and Human Services. **Please read the final page, ask questions if necessary, and sign the final page to indicate you understand the policies and procedures.**

## PPE/Health and Safety

- All staff are required to wear masks and/or face shields indoors at all times.
  - Staff members may remove their mask when: they are in a room by themselves; they are giving instruction to their students that requires them to see their mouth, AND are adequately socially distanced from their students (staff may also wear a face shield during this kind of instruction). When outside, staff will have their mask kept around one ear, under the chin or on a lanyard. This allows them to easily access their mask if they quickly need to come within 6 feet of another person while outside.
- Students under the age of 10 are not required to wear masks, but it is recommended for children over the age of 2.
- Personal hand hygiene, cough etiquette, cleanliness, and sanitation is expected to be rigorously practiced by staff.
- All special events that involve gathering in large groups will be postponed until further notice. (i.e., Back to School Movie night, Halloween Parade, etc.)
- Specials schedules will be adapted to allow only class at a time in the hallway or in shared common areas.
- The gym and Spanish classroom will be sanitized between each class.

## Social Distancing Protocols

- Inside the Classrooms:
  - Tables will be separated as far as comfortably possible. There will be less chairs at each table to promote social distancing where possible.
  - During naptime, all children will lay head to toe and be spread out as far as possible (ideally 6 feet) from each other.
  - Classroom water tables and sensory bins are suspended at this time. Individual sensory bins will be provided for the students and materials and toys will not be shared between them until they are properly cleaned and sanitized after each use.

- Outside of the Classroom:
  - The playground will be limited to one class at a time and all highly touched metal surfaces will be wiped down after each class. The bikes and helmets will not be used at this time.
  - Only one class at a time is permitted in the bathroom. Children will be taken in small groups to promote social distancing and eliminate standing in line.

## **Cleaning and Disinfecting Protocols**

- All cleaning and disinfecting efforts will be intensified.
- Teachers will follow a “Cleaning Schedule” of all surfaces that need to be cleaned routinely. There will also be a checklist posted in the classroom that needs to be documented daily. Cleaning and sanitizing will be done in the morning, after lunch and again in the afternoon.
  - These include: door knobs, sink, chairs, tables, light switches, counters, cubbies, toilet seats and handles.
- All common areas will be sanitized 3 times a day.
- The Admin will clean and disinfect the bathrooms twice a day and document on the “Bathroom Cleaning” schedule. The following will be cleaned routinely at that time: toilets, handles, paper towel dispensers, sinks and counter
- Cleaning will be done with soap and water and disinfecting with NU-QUAT (EPA registered) or Clorox Wipes (EPA registered) when required. Staff will follow all manufacturer's guidelines and keep cleaning products out of the reach of children.
- Extra hand sanitizer will be placed throughout the building and in classroom “Go bags”.
- An e-mist will be sprayed throughout the building and classrooms at the end of each day after all children and staff have left the building.

## **Cleaning and Sanitizing Toys**

- Toys that cannot be cleaned or sanitized will not be used.
- Toys that are placed in children’s mouths or contaminated in another way will be washed with soap and water and immediately sanitized.
- Any toys that cannot be cleaned or sanitized immediately, will be placed in soapy water out of the children’s reach.
- Books will not be shared between classes. Shared classrooms will store their books when their class is not in school. Books will be returned to the library on Thursday/Friday, and checked out again Monday/Tuesday. This will allow at least a 36-hour time frame before another class uses the same book.
- Children will not be sharing supplies. Each child will have their own pencil bag with supplies. If any materials or manipulatives are shared, they will be cleaned after each use. Playdough will also be in individual bags for each child.

## Diapering

- Teachers will continue to follow diapering guidelines listed in the Minimum Standards, including the following procedure: washing staff and child's hands before diapering, wear gloves, removing and replacing diaper, clean and sanitize diapering station, and wash staff and child's hands. Diapering procedures will be posted in the classroom and the restroom at changing stations.

## Healthy Hand Hygiene

- All staff and children will wash their hands at the following times:
  - Arrival to the facility and after returning to classroom
  - Before and after preparing food and drinks
  - Before and after eating, handling food or feeding children
  - Before and after diapering each child
  - After using the toilet or helping a child use the bathroom
  - After coming contact with bodily fluid
  - After playing outdoors or in sand
  - After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty and there is no access to a sink, hand sanitizer with 60% alcohol can be used.
- Children will be supervised when using hand sanitizer to prevent ingestion. (especially under 2)
- Any child that needs assistance with hand washing will have a classroom teacher use a hand over hand method to help them wash their hands thoroughly. The teachers will wash their hands again after assisting the child.
- All teachers will do a handwashing lesson with students on the first day of school and repeat as needed.

## Snack and Lunch Time

- All snacks and meals will be provided by the family.
- Children will occupy half of what a table allows for lunch time. A "picnic" area will be created to allow for extra seating and social distancing.
- All staff will wash their hands and wear food service gloves when handling any food, or snack/lunch related items.

## Arrival and Dismissal Procedures

### Arrival:

- Staff will not be loading and unloading children from their cars until further notice.
- Staff and parents will need to wear masks during drop off and pick up.

- Parents will line up using the car parade route (a map will be sent home with every student). When parents are in the “chute”, they will get their children out of their cars and bring them to Admin and designated staff for a health screening and temperature check. A health screening checklist needs to be completed each day by the parent/guardian. Once they are cleared, a staff member will walk them to the building and a teacher will take them to their classrooms. We will do our best to keep children with their designated classroom teachers. Teachers can take multiple children back at a time if they are in the same classroom.
- If a staff member is holding hands/carrying the child back, they will wash/sanitize their hands between children.

### **Dismissal**

- Parents will again line up using the car parade route for pick up as well. Parents will use their carline sign and a staff member will call the children’s names. A teacher will walk them to the door and hand them off to Admin and designated staff members who will give them to their parents who will be waiting under the porta cache. Parents will load their children into their cars when they are in the “chute”.

### **Carline Time Schedule**

- We will be using a staggered schedule for arrival and dismissal to eliminate long traffic lines and families waiting in line to check in.
  - Last names A-G 8:45-8:55 and 1:45-1:55
  - Last names H-P 8:55-9:05 and 1:55-2:05
  - Last names Q-Z 9:05-9:15 and 2:05-2:15

### **Late Arrivals/Visitors**

- Any late arrival will be greeted at the door by Admin. We will complete a temperature check and health assessment before allowing them in the building. Admin or designated staff will be walking children to class.

### **Access to the Facility and Screening at the Door**

- The following individuals are the only people permitted access to the facility.
  - Staff members
  - Persons with legal authority to enter (Law Enforcement, Licensing Staff, etc.)
  - Professionals providing services to children
  - Children who are enrolled in the Preschool
  - Parents who have a child enrolled on an emergency basis
- Any visitor will be screened at the door for the following symptoms of COVID-19
  - Signs of a fever: 100.4 or higher
  - Signs of respiratory infection: such as cough, shortness of breath, or sore throat
  - Known contact with a person confirmed with COVID-19, is under investigation for COVID-19, or someone who is ill with a respiratory illness.
  - Travelled internationally within the last 14 days
- If an individual exhibited any of the symptoms listed above, they will be denied entry into the building.

- When screening takes place at the door, PPE will need to be worn by staff members.

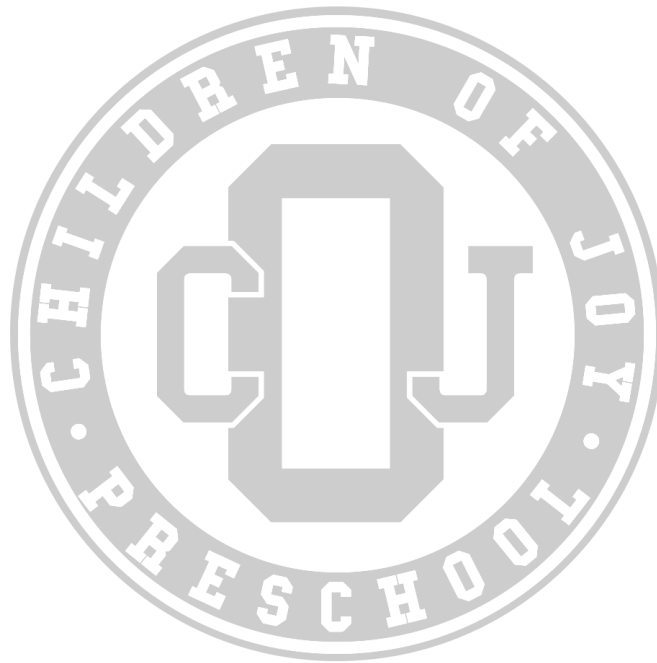
### Preventative Health Measures

- If a staff member is sick, they need to stay home.
- Please do not medicate your child and send them to school if they are feeling ill.
- The following would be reasons to alert the administration immediately that a child or staff member has fallen ill during the school day.
  - Signs of a fever 100.4 or higher
  - Signs of respiratory infection: such as cough, shortness of breath, or sore throat
- Sick children or staff that need to be sent home will be sent to an isolation area immediately until that person is able to go home. The isolation room will be in the Admin office. The isolation room will be disinfected by the office staff once the person in isolation has left the building.
- When a child leaves the facility with COVID-19 like symptoms, the staff member who takes the child out of the building needs to let the parent know that if the child or family member of the child tests positive for COVID-19, the school needs to be alerted immediately.

### Requirements for Returning to School after Being Home Sick

- Staff and children with new or worsening signs of COVID-19 cannot return to school until:
  - In the case of an employee or student who was diagnosed with COVID-19, the individual may return to work when **all three of the following criteria are met:** at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared; or
  - In the case of an employee or student who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to FKA until the individual has completed the same three-step criteria listed above; or
  - If the employee or child has symptoms that could be COVID-19 and wants to return to COJ before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis **AND** has been fever free for **72 hours**.
- If a student or staff member comes in **close contact** with an individual who has COVID-19, but does not show any symptoms:
  - Need to wait 10 days since the last contact with that individual until they return to school.
  - **Close contact** is defined by the CDC as: any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness

- onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.
- o A doctor's note may be required for students or staff to return to work after coming into close contact with an individual who has COVID-19.
  - If COVID-19 is confirmed in a child or staff member:
    - o There is a chance that the school will close temporarily.
    - o Parents and students and staff members will be notified of possible exposure.
    - o The administration will contact the local health authorities and follow their guidance.
    - o Administration will contact Child Care Licensing.
    - o The areas in which the sick person was located or had access to will be closed off with windows open if possible, and a waiting period of 24 hours will occur before disinfecting the location.



# Emergency Procedures for Children of Joy

Emergency Procedures for Children of Joy can be found on the Children of Joy website at [sojoy.org/preschool](http://sojoy.org/preschool). Hard copies of the Emergency Procedures are available upon request. After reading the Emergency Procedures for Children of Joy document, please sign the bottom of this form and turn it into the Admin office. Signing this form verifies that you have read the Emergency Procedures for Children of Joy document and understand the information within and that you will adhere to the contents throughout your child(ren)'s enrollment at Children of Joy.

- I understand the contents as found in the Emergency Procedures for Children of Joy.
- I will adhere to the information as explained in the Emergency Procedures for Children of Joy.
- I understand the signed paperwork is required for continued enrollment of my child(ren) at Children of Joy.

Parent Name (printed): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_