

Policies and Procedures to Prevent the Spread of COVID-19 at Little Blessings Christian Childcare Center

The following policies and procedures will be followed while being on the property of Little Blessings Christian Childcare Center to keep everyone safe. Guidelines are CDC recommendations as well as Office of Early Childhood and the local Health Department.

Arrival of Staff:

- All staff will wear a face mask while on Little Blessings property.
- Staff should allow enough time to have their temperature taken and health assessment filled out before the beginning of their shift.
- Staff will have their temperature taken upon arrival. Any temperature of 100 degrees or higher will result in staff member being sent home until they are fever free for 72 hours.
- Staff will use hand sanitizer before using the time clock to clock in/out.
- Staff will wash their hands with soap and water upon entering their classroom
- Open classroom windows to provide air circulation when possible.
- Staff may wear an oversized shirt or "house dress" while in the class, if desired.
- It is suggested that long hair is worn up or in a ponytail
- Cellphones are to be placed in plastic baggie and NOT TOUCHED DURING THE DAY!!!!
- Staff should only sit in their labeled chair (Label infant gliders)

Arrival of Children:

- Children and adults will have their temperature taken upon arrival.
- Adult will answer health assessment questions before their child is allowed into their classroom.
- Teachers will meet the child at their classroom door and sign them in with the dropping off adult's name. Infants will wait at the non-ramped door in Building 2, waddlers and toddlers will wait at the ramped doorway to building 1 and Preschool/Pre-K will wait at the ramped door of Building 2. Please maintain a 6 foot distance between families while waiting for your child's teacher to escort them into the classroom.
- Lunch boxes will be wiped off with bleach and water or Lysol wipe and placed in the child's cubby

- No toys from home are allowed in the classroom except a stuffed animal for nap time which will stay in the nap bag during the rest of the day. Backpacks will be hung in the hallway outside of the classroom whenever possible.
- No car seats are to be left in the classroom.
- Any jackets should be placed in the child's cubby, if space allows, or spread out as much as possible in the jacket area.
- Children need to wash their hands with soap and water for a minimum of 20 seconds upon arrival and before touching anything in the classroom.
- Infant teachers will place pre-made bottles only in the refrigerator being sure they are labeled and spread out so they are not touching.
- Children in the preschool and pre-k classes will be required to wear a mask except during snack, lunch, rest time and while outside, provided a distance of 6 feet can be maintained.
- Children in infants, waddlers and toddlers will not be required to wear a mask at this time.

Class Size: To minimize exposure to others:

- No Class may have more than 13 children. (8 for infants, waddlers and toddlers)
- Groups must stay together and not combine.
- Teachers may not go into another class or the hallways during class time. Have all supplies before class starts and only leave for a bathroom break or lunch break.

Classroom Procedures:

- Minimize the amount of hard toys available in the classroom and rotate out as needed when they are either put into a child's mouth, sneezed or coughed on.
- Remove lids to trash cans for less touching
- Remove soft toys i.e. dress up, stuffed animals, pillows, soft books, felt food, flannel board stories
- Remove all group shared sensory items: play-doh, rice tables
- Remove crayons and markers
- Each child will have their own labeled containers with crayons, markers, glue stick, scissors, play doh etc. as well as their own sensory bucket for individual play.
- Paint may be used but brushes need to be wiped down between usage.

- Children should sit in their labeled chairs while at the tables.
- Circle time should be done at tables and appropriately spaced between children, unless a 6 foot separation can be maintained on rugs.
- Children need to wash their hands OFTEN! Hands will be washed after any sneezes, coughs, before and after diaper changes, after using the bathroom, before any food eaten (snack or lunch), before and after sensory use, before and after going outside., before and after removing a mask or putting it back on.
- Teachers may not take their mask off to eat in the classroom, including their lunch or snacks. Lunch must be eaten on their lunch break. If a snack is needed, teachers should call for a break for a quick snack outside of the classroom. Teachers may drink under their mask.
- Change children's clothing if it becomes wet with secretions including drool.
- Contaminated clothes and masks should be placed in a plastic bag, labeled and tied shut.
- Children will be placed head to toe on cots during nap time and as far apart as possible.
- All cots and infant mattresses will be sprayed with bleach and water daily.

Transitioning to a new area:

- Children will stay with their class group and not join or combine other classes.
- When children walk down the hall to either the barn if needed or outside, they will walk down the middle of the hall to avoid touching the walls
- Do not have children line up leaning on walls going in or out of the barn or going outside.
- Only one group in the hallway at a time. Be sure you look before you leave your room.
- Teachers are to stay with their class only. DO NOT go into another class for supplies or any other reason while children are in the building.

Outside Time:

- **You should spend as much time outside as possible!**
- Children may be in the infant/waddler/toddler area and 3s/4s area. No more than 8 children in the under 3 aged area and 13 in the above 3s area.
- If possible have snack (or lunch) outside. Ask parents to provide a towel for their child to sit on so they can spread out more.
- Have story and music time outside when possible.

- Play equipment and toys will be cleaned as normal. No spraying between groups is needed according to the CDC.
- Infants may use large stroller but spread children out as much as possible. Spray at end of the day.

Enhanced Cleaning and Health Monitoring:

- Children will have their temperature taken and recorded either at diaper changing before nap time or before lunch and as needed during the day.
- Any temperature of 100 or higher will result in child being sent home for 3 days being fever free without fever reducing medication.
- If you suspect a child isn't feeling well, call the Director or Program Manager immediately.
- Illness forms will be filled out and signed by the Director for any illness symptoms PRIOR to calling the parent.
- All tables, toys used during the morning, chairs and bathroom facilities in classrooms will be sprayed with bleach and water during nap time.
- Staff will wash their hands often during the day in addition to times when a child sneezes, coughs, diaper changing, food prep etc.

Communication:

- Parents of children under three will be sent home blank Daily Contact Sheets on Friday. They will fill out a sheet daily and send in with their child's lunch box. Teachers will fill out sheet during the day making sure that noon time temperature check is noted and return in the child's lunch box. Please explain this to parents in email or newsletter. As soon as possible, Brightwheel parent app will be installed.
- Parents may send an email or leave a phone message for teacher to return a call at their convenience. No parents are allowed in the classrooms nor are teachers allowed into the halls to speak with parents.

If A child Becomes Ill:

- If you suspect a child is ill, call Director immediately.
- If a child is determined to have a fever or is not feeling well, they will be isolated in another area of the school away from classmates whenever possible.
- Parents will be called to pick up their child. All the child's belongings will be sent home to clean including bedding, jackets and lunch box.

- A child will stay home a minimum of 3 days (the day after the 72 hour period).
- Any items the ill child came in contact with will be disinfected.
- If a child or parent is diagnosed with COVID-19 , the Health Department will be notified and guidelines will be followed including closing the classroom affected or school for disinfection.

Lunch, Breaks and Early Leaving Procedures:

- Staff that are entering a classroom to cover for lunch breaks or bathroom breaks will wash their hands upon arriving in the classroom.
- Staff will follow all cleaning, and health assessments that would normally be taking place in the classroom during the time that they are covering.
- Staff that are leaving for break will wash their hands before leaving the classroom.
- Upon return to the classroom, staff will again wash their hands.
- Covering staff member will wash their hands before leaving the classroom.
- If you use the break room for lunch, be sure to spray down the table where you sat. A bleach and water bottle or wipes will be provided.

End of Day Cleaning and Disinfecting:

- Staff will spray all cots, tables, chairs, counters, cabinets and handles, cubbies, door handles, computer key board (do not spray use wet wipe)
- All toys used that day should be cleaned and sanitized. Clean, rinse, sanitize, rinse again and leave to air dry.
- Garbage should be removed to dumpster and trash can sprayed.
- Empty bleach spray bottle for the next day.
- Staff will wash their hands before leaving their classroom.
- A rotating schedule will be developed for common area cleaning by all staff

Wearing of Masks: (Children)

- All children in the Preschool/Pre-K class will be required to wear a face mask while attending Little Blessings.
- Masks must be labeled with the child's name on the **OUTSIDE** of the mask.

- Parents will provide a minimum of two back up masks daily, as well as a clean, labeled gallon size zip-loc bag for the child to store their mask in when not in use.
- Masks may be removed before eating, while outside and while resting/sleeping and stored in the provided zip-loc bag.
- Children will remove the masks by the strings and place in the provided zip-loc bag. The child will then wash their hands thoroughly for 20 seconds or use provided hand sanitizer.
- Proper social distancing space between children will be maintained whenever possible while a child does not have their mask on.
- Children will reapply their mask **BEFORE** entering the building from outside play and wash their hands upon entering the classroom.
- If a child refuses to keep their mask on, a teacher will allow them to take a short break from wearing the mask and then kindly encourage them to try to reapply their mask. Proper social distancing space will be attempted to be maintained when possible while the child does not have a mask on.
- No child will be excluded from Little Blessings for refusal to wear a mask.
- Parental choice on mask wearing is not an option. If there is a documented letter from the child's pediatrician stating a medical reason why the child should not wear a mask while in attendance, the letter will be accepted and kept in the child's file.

Miscellaneous

- No visitors will be allowed at this time including family, deliveries and tours
- No music class, chapel or visiting enhancement programs at this point

All policies will be strictly enforced. Policies are subject to change as guidelines change or as needed.

9/23/20