

ASP



A SPECIAL PLACE

Pre-K Academy LLC

&



STEAM Academy Inc

Health and Safety Action Plan

Preventive Plan (COMMUNICATION PLAN)

- All children will be excluded from attending A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR AP2 STEAM ACADEMY INC if showing signs of serious illnesses, contagious diseases, and reportable diseases in conformance with regulations and recommendations set by the Division of Communicable Disease Control, Department of Public Health.
- Parents will be notified immediately in accordance with Department of Public Health recommendations when any communicable disease or condition has been introduced into the program at A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR ASP2 STEAM ACADEMY INC
- A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR ASP2 STEAM ACADEMY INC will provide written notification to parents/guardians within 24 hours of any confirmed COVID-19 exposure (406.28(d)(2)) / (408.140(d)(2))
- A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR ASP2 STEAM ACADEMY INC will notify the local DCFS Licensing office immediately by telephone and in writing upon any confirmed infection or exposure to COVID-19 (406.28(j)) / (408.140(j))
- A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR ASP2 STEAM ACADEMY INC will report any known or suspected case or carrier of communicable disease to the local health authorities and local DCFS Licensing office in compliance with IDPH's rules for the Control of Communicable Diseases (77 Ill. Adm. Code 690)
- A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR ASP2 STEAM ACADEMY INC will post signs outside any entrance prohibiting entry for anyone with symptoms of illness including respiratory infection.
- Temperatures of Director, instructors, children, and any person entering A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR ASP2 STEAM ACADEMY INC will be taken upon arrival each day. **Individuals with a temperature of 100.4F, or higher shall be excluded. NO EXCEPTIONS!**

PERSONAL PROTECTION EQUIPMENT PLAN (PPE)

Should CDC recommend wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain A Special Place Pre-K Academy LLC and/or ASP2 STEAM Academy Inc will adhere to these guidelines.

- A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR ASP2 STEAM ACADEMY INC will supply personal protective equipment (PPE) masks for the team. Face masks for all children attending will be made available by the Director.
- A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR ASP2 STEAM ACADEMY INC will be stored (PPE) in each classroom. PPE will be inventoried at the end of each week to ensure the (PPE) is available for the next week of classes.
- A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR ASP2 STEAM ACADEMY INC team will be informed and trained about the availability, location, and procedures for reporting refilling needs.
- All teams of A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR ASP2 STEAM ACADEMY INC will be required to wear face masks or face shields, while on site.

COVID-19 Enhancements to SANITATION PROCEDURES

- A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR ASP2 STEAM ACADEMY INC will increase routine cleaning and disinfecting to hourly, during hours of operation, for frequently touched items – including doorknobs, toys, phones, computer parts, etc.
- All equipment will be cleaned and disinfected daily with a germicidal solution approved by the CDC.
- Each scholar of A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR ASP2 STEAM ACADEMY INC will have their own equipment and school materials not to be interchanged.

- Early Pre-K scholars of A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR ASP2 STEAM ACADEMY INC will not have masks while sleeping.
- A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR ASP2 STEAM ACADEMY INC will post signs describing ways to prevent the spread of germs throughout the academy, including where children are dropped off and picked up.

Enhancements to HANDWASHING PROCEDURES

- Director and team must wash hands in accordance with CDC guidelines, including before and after contact with scholars.
- A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR ASP2 STEAM ACADEMY INC will post CDC handwashing guidelines and COVID-19 precautions in visible locations throughout the academy, including handwashing areas accessible to team and children.
- A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR ASP2 STEAM ACADEMY INC will clean and disinfect all equipment daily with a germicidal solution approved by the Centers for Disease Control and Prevention.
- A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR ASP2 STEAM ACADEMY INC will intensify cleaning and disinfecting each hour of frequently touched items, including doorknobs, toys, phones, keyboards, mouse, and other items identified as frequently handled.
- A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR ASP2 STEAM ACADEMY INC Director and team will be required to be tested for COVID-19 prior to reopening. Temperatures will be taken with non-contact thermometers and logged daily reflecting, at minimum, the date, time, name, and temperature reading. Individuals with a temperature of 100.4 F or higher shall be prohibited from entering the class areas.
- Handshaking/physical contact will not be permitted between Directors, team and parents and visitors to the academy.

COVID-19 Enhancements to ADMISSION PROCEDURES

Upon arrival for admission a parent, guardian, or authorized persons must complete the questions on the check-in Kiosk.

- Periodic temperature checks will be conducted for all children, team, and Director suspected of health concerns.
- Using non-contact thermometers will be required.
- When known viruses and other contagious or communicable concerns are brought to the academy's attention, a daily log of temperatures (date, time, name, temp reading) may be required.
- Individuals with temperature of 100.4 degree or above must be excluded from the academy and must return with a physician's release statement.
- Parent/guardian or authorized adult dropping off or picking up a child may be required to wear a face mask and may be prohibited from entering the class areas.
- Written notification will be provided to parents and guardians within 24 hours of any confirmed COVID-19 exposure.
- Children ages 3 years and up will be required to wear a mask or face covering, when tolerable, throughout the day except when napping or eating if found to have a runny nose or an excessive cough.

COVID-19 Enhancements to HEALTH MEDICAL CARE AND SAFETY

- A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR ASP² STEAM ACADEMY INC will communicate with parents and team in the event a COVID-19 case occurs with a team or child via Brightwheel.

COVID-19 Enhancements to RECORDS AND REPORTS

- A SPECIAL PLACE PRE-K ACADEMY LLC AND/OR ASP² STEAM ACADEMY INC shall promptly report any known or suspected case or carrier of communicable disease to the supervising agency and to local

health authorities and shall comply with the Illinois Department of Public Health's rules for the Control of Communicable Diseases.

- In the event of a *Change of Scholar Personal Information* such as address, phone number, email address, etc. changes, please notify the front office or the scholars' teacher.

COVID-19 Responsibility & Liability

A SPECIAL PLACE PRE-K ACADEMY LLC and ASP2 STEAM ACADEMY INC is committed to the health and safety of our scholars, team, and families. The following plan has been established for that purpose. Our plan specifies guidelines for scholars, team, and families to follow, however it remains an individual responsibility for all to adhere to these guidelines and report any issues or safety concerns to the Director. By attending A SPECIAL PLACE PRE-K ACADEMY LLC and/or ASP2 STEAM ACADEMY INC you are attesting that you and your scholar will follow these guidelines. Our responsibility is as follows:

A SPECIAL PLACE PRE-K ACADEMY & ASP@ STEAM Academy Inc.

- Will practice and follow all safety policies guided by the CDC, IDPH and State of Illinois.
- Will NOT be held liable in the event your child acquires COVID-19 while attending A SPECIAL PLACE PRE-K ACADEMY LLC and ASP2 STEAM ACADEMY INC.

Parent and Scholars

- Will follow the plan developed by A SPECIAL PLACE PRE-K ACADEMY LLC and ASP2 STEAM ACADEMY INC. in accordance with guidance of the CDC, IDPH, and State of Illinois.
- Will adhere with the A SPECIAL PLACE PRE-K ACADEMY LLC and/or ASP2 STEAM ACADEMY INC requirement that any child sent home by A SPECIAL PLACE PRE-K ACADEMY LLC and/or ASP2 STEAM ACADEMY INC must return with a physician statement allowing them to return to the academy.

Please sign and date that you have read and understand the health and safety policy set forth.

Signature of Acknowledgement

I acknowledge and understand the requirements included in the A Special Place Pre-K Academy LLC and /or ASP2 STEAM Academy Inc. COVID Action Plan.

I agree to allow my child to attend A Special Place Pre-K Academy LLC and /or ASP2 STEAM Academy Inc for the current academic year.

Signature of Parent or Guardian

Date

Director

Date