



Easton Learning Adventures Preschool

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COVID-19 Reopening Plan

- ELAP is scheduled to reopen on Tuesday, September 8, 2020.
- ELAP's hours for the 2020-2021 school year will be changing to **7 a.m. to 5 p.m.** This change will allow us to ensure proper staffing, along with sanitizing and disinfecting throughout each day. We apologize to those this may negatively impact. It is the only way we are able to meet all of the state mandated guidelines and restrictions.
- Each family will be required sign and return a **COVID-19 POLICY AGREEMENT** for the 2020-2021 school year. We have attached the form to this email. Please be sure to read all policies thoroughly before signing and returning the form.
- **Tuition**
 - At this time, if the state forces a closure for an extended period of time, or we need to close due to exposure, 100% of tuition will be due for the current installment. After this installment, 50% of tuition shall be charged until re-opening. This policy may be re-evaluated at any time.
 - We will need to implement a **monthly COVID fee of \$50/month/student**. This fee will go towards individual supplies, cleaning, sanitizing, PPE & Face Covering supplies and other COVID related needs. Our staff will be masked, gloved and some even gowned throughout parts of each school day. The cost to keep up with these demands can be met if everyone does their part. If and when regulations change, we will remove this monthly fee.
- **Drop-Off/Pick-Up Procedures** - Hours have been adjusted in order to provide ample time for disinfection and/or to accommodate staffing needs. Drop off/Pick-Up will take place in the indoor play space. Families are asked to enter through the play space while social distancing. We have placed markers to ensure this distancing requirement is met. This will be our single point of entry to the program. This will ensure that no child or adult enters the school without proper screening. Parents will not be

permitted to enter the school past the play space at this time. After screenings, students will be brought to their classrooms by a staff member.

- **Daily temperature checks will be taken and recorded.** Children who have a fever of 100 or above or any other symptoms will not be permitted into the facility. Parents and other family members will not be permitted inside the child care program.
- **Staff will conduct visual and verbally screenings children and parents asking the following questions.** If any of the below are yes, your child will not be allowed to enter the building and will be sent home.
 - Today, or in the past 24 hours, have you or any household members had any of the following symptoms
 - Fever, feverish, chills?
 - Cough?
 - Sore Throat?
 - Difficulty breathing?
 - Gastrointestinal symptoms (diarrhea, nausea, vomiting)
 - Abdominal Pain?
 - Unexplained rash?
 - Fatigue?
 - Headache?
 - New loss of smell/taste?
 - New muscle aches?
 - Any other signs of illness
 - In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)?

The assigned screening staff member will wear a mask, face shield and gloves. Gloves will be changed between each screening and sanitizing will also take place. Children will be brought directly to sinks for handwashing with soap and water. Infants **may not** be transported into the building in car seats.

Healthy Environment –

- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- Students will be placed in groups (pods) within their classroom to limit the group sizes to 10 students or less.
- Staff will disinfect high-touch surfaces (including toys) at least once daily. Staff will wash their hands and children's hands a minimum of

hourly as noted by the CDC as being the most effective preventative measure.

- Children will not be permitted to bring any toys or stuffed animals from home during this time.
 - All sensory bins, cloth toys, stuffed animals and dress-up clothes will be removed from classrooms during this time.
 - No program tours will be given until further notice.
 - One classroom at a time will be permitted on the playground and staff will be responsible for wiping down all porous surfaces (metal or plastic) upon leaving the playground.
 - The indoor play space will be CLOSED for all activities other than drop-off and pickup.
 - Mats and cribs shall be placed 6 feet apart (when possible) and children shall sleep head to toe.
 - Toys that children have placed in their mouths shall be cleaned by hand by a person wearing gloves using the following procedures: clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry.
 - New hand washing and diapering posters will be placed in each classroom and bathroom.
 - **If you have travelled by public transportation, plane, train or ship domestically or internationally, children will be excluded from care for a 14-day period.**
 - Students should arrive in clean clothing.
 - Students should bring any items needed in a disposable shopping bag only other than their lunches. Lunches should still be brought in a lunch box to keep items cold/ hot as needed.
 - All items will be sent home at the end of the week for proper washing. This includes nap time items, changes of clothing and all other student items that need cleaning.
 - Students cubbies and bins will be sanitized each Friday.
- **Sickness Policy**
 - Should a child or staff member display symptoms or become ill while at ELAP, they will be immediately separated from the rest of the children and staff in the building and brought to the office to reduce any potential transmission.
 - Children will be sent home with a fever of 100 degree or above or any other symptom of illness. The child will be unable to return to the center for at least 72 hours. We **will not** allow a doctor's note for returning before the 72 hours.
 - If one child in a family is excluded from the program, siblings will be required to be excluded as well as a precautionary measure.

- A member of the office staff will be provided new gloves, mask and face shield and will wait in the office with the child until they are able to be picked up.
 - If your child falls ill while at school, they will be required to be picked up within 30 minutes of the initial phone call. Your child will be brought out to you and 6 feet of social distancing will be maintained. The attending staff member will either change clothes or be sent home for the day in order to reduce transmission.
 - Any child showing any concerning signs of respiratory issues: excessive coughing, tugging in the chest, wheezing, shortness of breath, etc. will be sent home and may not return for 7 days plus 3 additional healthy days (10 days total) and must be cleared by a medical professional.
 - Students with a cough AND a fever will be required to be seen by a medical professional within 24 hours. The student must remain out of school for 7 days, plus an additional healthy 3 days.
 - Parents are required to contact the office within 24 hours to inform the center what the illness may be. If a doctor has cleared your child to attend sooner, the medical professional MUST state, in writing, "That the child _____ was seen and was evaluated for _____. The child does NOT have COVID-19 and is able to return to childcare without placing another child or adult at risk".
 - Child care rules still do not allow for us to care for a child with other signs of being sick such as diarrhea and vomiting.
- **Hand Washing** – Children and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g. front and back, wrists, between fingers). Hand washing/sanitizing regularly:
 - Upon entry into and exit from ELAP
 - When coming into the program space from outside activities
 - Before and after eating
 - After sneezing, coughing, or nose blowing
 - After toileting and diapering
 - Before handling food
 - After touching or cleaning surfaces that may be contaminated
 - After using any shared equipment like toys, computer keyboards, mouse
 - After assisting children with hand washing
 - Before and after administering medication
 - After contact with facemask or cloth face covering
 - Before and after changes of gloves

- **Personal Protective Equipment, Face Masks and Coverings**
 - ELAP will be wearing masks or cloth face coverings during the day. Whenever 6 ft. of physical distancing is not possible
 - Preschoolers are welcome to safely wear a mask for face covering if and when they are unable to maintain 6 ft. of distance
 - Infants and toddlers **WILL NOT** wear face masks or coverings
 - Masks cannot be worn during eating/drinking, sleeping, and napping
 - Masks cannot be worn by children during outdoor play
 - Parents who want their children to wear masks will need to provide masks from home. Be sure to provide your child with an adequate amount of masks or face coverings to allow replacing as needed. Parents will be responsible for cleaning/sanitizing masks at home regularly.
 - Masks should be labeled

- **Glove Use**
 - ELAP staff will wear gloves when appropriate and at all time during the following activities:
 - Diapering
 - Food preparation
 - Screening activities requiring contact
 - Gloves will be removed and discarded after the following:
 - Visible soiling or contamination with blood, respiratory or nasal secretions, or other body fluids
 - Any signs of damage
 - Max of 2 hours of continued use
 - After removing gloves for any reason, hand washing/sanitizing will take place

- **Cleaning, Sanitizing & Disinfecting (in addition to what we have always done)**
 - ELAP will continue to use EPA-approved disinfectants and bleach solutions.
 - 5 Tablespoons (1/3 cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water.
 - Bleach solutions will be effective for disinfection up to 24 hours.
 - Only single use, disposable paper towels will be used for cleaning, sanitizing and disinfecting
 - All sanitizing and disinfecting solutions will be clearly labeled
 - Solutions are never used in close proximity to children
 - Cleaning surfaces will first be cleaned with soap and water before using a disinfecting product

- Machine washable toys and materials will not be used at this time
 - Mouthing buckets will continue to house contaminated toys and materials until they can be effectively cleaned and sanitized by staff
 - Wipable covers have been added to classroom keyboards and alcohol wipes will be used at the end of each computer use and then air dried
 - Play structure and playground equipment will be cleaned and sanitized between each classroom's use and at the end of each day
- **Reducing the Risk of Transmission**
 - Physical distancing will be maintained when reasonably possible
 - During transitions
 - Down by the bathrooms
 - During sleep, rest and quiet play
 - While travel to and from the outdoors
 - Avoidance of immediate contact
 - Hugging
 - Handshakes/handholding
 - Kissing
 - Individual cubby storage for personal belongings
 - Adequate supplies to minimize sharing of high touch items
 - INDOOR PLAYSPACE CLOSED
 - Suspend both onsite and offsite field trips
- **Transportation**
 - ELAP DOES NOT PROVIDE TRANSPORTATION TO AND FROM ELAP
- **Food Safety**
 - Snacks and lunches will all continue to be brought from home
 - When possible, snacks and meals should be easy to open and ready to serve with minimal handling and preparation
 - Tupperware and other reusable containers will be sent home without washing
 - Children and staff will wash hands prior to food preparation and after eating
 - Tables, chairs, high chairs and high chair trays will be washed and sanitized before and after use
- **Infants and Toddlers**
 - Infant and toddler teachers will wear long sleeve button down, over sized shirts and hair will be tied back during activities that require infants and toddlers to be held

- Staff will change clothing if soiled with body fluids
 - Soiled clothing will be placed in plastic bags and sent home to be washed
 - Staff will continue to follow safe and sanitary diaper changing procedures which are posted by all changing tables
 - Body coverings will also be worn during feedings of infants
 - Staff will attentive to any changes in young children's behaviors as they are not able to verbalize when they don't feel well
- **Staff Health & Wellness**
 - Staff will receive additional training on infection control and workplace disinfection.
 - Staff will be required to wear face masks when social distancing is not possible.
 - Staff will not share their phone, devices, meals or utensils with one another or children.
 - Staff will check their temperature at the beginning of each shift and notify a director if it is above 100 degrees.
 - Staff will also self-monitor for signs and symptoms of COVID-19 and notify a director if any develop (fever or respiratory symptoms).
 - If a staff member is sent home with signs or symptoms of COVID-19 or has been exposed to the virus, the students in her direct care will also be sent home to quarantine.
 - Staff will wash their hands immediately upon entering the program and immediately prior to leaving (this includes breaks).
 - Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.
 - Staff will not be allowed to work if someone in their household has COVID-19 symptoms, is in self-quarantine or has received a positive test.
 - Staff will immediately wash their hands, neck and anywhere touched by a child's secretions.