

Risk Management Plan

1. At the beginning of the school year I sit down with staff and go over procedures that keep our building safe and running smoothly. These procedures consist of locking the door, washing hands of each child, releasing the children only to someone listed on their pick-up list, etc.
2. Henry's House is located on the first floor of an old brick 2-flat. The space has met all criteria for licensing. We do not have any vehicles.
3. We do not serve or store any food on the premises. Our cleaning supplies are located under the kitchen sink in a sealed container. We use the formula suggested by DCFS (bleach and water).
4. We provide children with age appropriate educational toys and equipment inside our school. We do not have outdoor space. Our toys and equipment are kept sanitary by wiping and using the bleach and water formula.
5. We wipe the tables daily with a water and bleach solution and sweep hardwood floors and vacuum the carpet areas. The bathroom is swept, and the toilet and sinks are wiped down daily with water and bleach mixture. We mop the floors as needed which is usually twice per month. Our toys are washed in a bleach solution. Shelves and other areas are dusted as needed. We dispose of garbage daily. We produce very little garbage throughout the week and recycle just about everything!
6. Universal Precaution: We wear plastic gloves when dealing with any type of first aid that involves blood, have tissue in every room and stress every day the importance of covering mouths with elbow when coughing. We even made up a little song for reminders! We wipe down tables every day and door knobs as well as any other needed area with our bleach and water formula. If a child is sneezing or coughing too often by our observation we call home and ask for the child to be picked up. Any type of bodily fluid that

needs attention is cleaned with plastic gloves along with a bleach and water solution. We have children wash their hands should we notice any germs being spread and have hand sanitizer available.

7. If any emergency should occur, we have a phone tree in place and can reach parents through a group email. The majority of our clients walk to school or live very close so based on the type of emergency we would utilize email, text or phone tree.
8. Fire Drill procedures: We have a fire drill (practiced monthly) and tornado drill (practiced 4 times in 9 months). Should any type of emergency occur that we had to evacuate the building and take children to safety we would walk to Alexander Graham Bell School and remain in the lunchroom or auditorium until parents were able to pick up their children. Again, we would use the phone tree, group email or text. We keep a log of date, time, teachers and attendance when we practice our fire drill. We line up QUIETLY and QUICKLY and walk in a straight line out the front door and stand on Bell Avenue facing North (Waveland and Bell). If per chance a fire should occur by the front door we also practice the same drill exiting the building through the back door. We have a unique situation with the directors house being right next door to the preschool.
9. All staff need to abide the new vaccination policy. (2 doses of MMR and 1 dose of TDAP, or immunity)
10. No smoking on property or 15 ft from entrance. No one will be allowed in our facility if secondhand smoke is detected.
11. No firearms allowed on premises except for law enforcement.
12. Henry's House has been "bug free" for over 10 years so we are on a consult basis with Rose Pest Control. If Rose would have to come out and do any type of exterminating, they are aware of the guidelines for pre-schools and parents would be informed of any treatment 2 weeks prior to their visit.

We also schedule a routine check during the summer months when no children are present.

13. In response to Covid precautions we plan to:

As children enter the building we will have a forehead thermometer to check for fever. Parents will be required to remain out front of our building until their child is checked and permitted to enter.

All children take off shoes when they enter our space and are placed in individual containers along with any other belongings (backpack and jackets)

One teacher will take 2 children at a time to wash hands (standard protocol). We will also add another hand washing time when finishing our snack.

We have one hour in between our morning and afternoon session to wipe down all doorknobs and tables before the next group enters.

We do not allow any stuffed animals or soft toys that could linger.

Children are required to be fever free for 48 hours before returning to school. Should anyone test positive for Covid-19 we plan to inform all staff and parents and follow protocol for student returning.

There are 3 staff members at Henry's House. Two teachers are required for 15-18 children so should one staff member become ill we use our 3rd teacher. If per chance 2 teachers become ill we would refer to our cleared substitute list.

Should anyone become sick at school our protocol is to seat them in our back office until the parent or caregiver can pick up the child. We also plan to keep parents informed of ANY illnesses that may be lingering among the preschool population.

All children and staff will wear masks indoors. Children will be responsible for their own masks and staff will be provided a few masks to wear inside.

Any parent or caregiver needs to report if they have been exposed to anyone tested positive for Covid-19 and/or if they display any symptoms themselves. If anyone tests positive for Covid-19 they cannot be in contact with anyone for 7-14 days. (self quarantine is required)

If any parent, child, care giver or staff of Henry's House tests positive for Covid-19 we would report to the Chicago Department of Public Health and follow their protocol.

We will have signage displayed in the doorway of Henry's House stating no one is allowed into our facility until we take their temperature and they need to be wearing a mask.