

JACK AND JILL COVID SAFETY PLAN

2020-21 School Year

The Jack and Jill Preschool (hereafter “Preschool”) values the safety and wellbeing of its staff, children, and families. For this reason, the Preschool has adopted a COVID-19 Health Policy. These policies are subject to change and will be updated based on the recommendation and guidelines of the Centers for Disease Control (CDC) and the Kansas Health Department (KDHE) and the Jack and Jill Preschool Parent Board.

COVID-19 BACKGROUND FROM THE CDC

Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

The virus spreads easily between people

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping.

The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggests that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious. In general, the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.

The virus may be spread in other ways

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.

Source: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Findex.html Accessed on August 11, 2020

GUIDANCE FOR VULNERABLE/HIGH RISK GROUPS:

It is recommended that individuals at higher risk for severe illness from COVID-19 consult with their medical provider to assess their risk and to determine if they should stay home if there is an outbreak in their community. Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have severe illness. Parents should consult with their health care provider on what is appropriate for their child.

Based on currently available information and clinical expertise, people 65 or older might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it is important that everyone practices healthy hygiene behaviors. Staff age 65 or older are encouraged to talk to their healthcare provider to assess their risk and to determine if they should stay home.

SCREENING FOR ILLNESS

Although there will be many preventative measures in place as listed below in this safety plan, we cannot expect a group of children not to engage in interactive play or share toys. Additionally, although children will be kept mostly with their group, they may still have interaction with some of the other classrooms.

Because of this, parents or guardians should monitor the health of their child and not send them to the program if they are displaying any symptom of COVID. Parents or guardians should seek COVID testing promptly and report results to the program given the implications for the other children, families, and staff. Parents or guardians should protect any vulnerable persons who are members of the same household or come into frequent, close contact with infants, children and youth who attend childcare.

Daily Screening Checklist for Parents:

Before bringing your child to school each day, please answer the following questions:

- Has there been travel within the last 14 days in a state or country identified as a hot spot for COVID-19?
- Has there been an exposure to someone diagnosed with COVID-19, either household or non-household contact?
- Is your child or anyone in the home showing signs of illness, including the following: cough, shortness of breath/difficulty breathing, sudden loss of smell or taste, other signs of illness (headache, sore throat, general aches/pains, fatigue/weakness/ extreme exhaustion)
- Does your child have a fever of 100.4 degrees (F) or higher? We ask that you please take your child's temperature before coming to preschool. If they have a temperature 100.4 or higher, we ask you to keep them at home until they are fever-free for 48 hours without fever-reducing medication.

If you answer yes to any of these questions or if your child has any of these symptoms are present, please keep your child home. We also ask that you call us so we can take the necessary steps.

Observation Done by Preschool Staff

All staff will make a visual inspection of the children for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. If a staff member suspects a child has a fever, they will be brought up front and the Director or a lead teacher will take the child's temperature. Any temperature of 100.4 F or higher the child will be required to stay home for 72 hours *AFTER the fever has broken without the aid of a fever reducer* (then pending no other symptoms they may return). The Preschool does have the discretion to ask the parent to keep other siblings at home during this time as well.

PROCEDURES WHEN ILLNESS IS PRESENT

All children and staff are required to stay home. If a child or staff member starts running a fever while at the Preschool, the parents in that classroom will be alerted.

- The Preschool will communicate to parents the importance of keeping children home when they are sick.
- The Preschool will communicate to staff the importance of being vigilant for symptoms and staying in touch with the Center Director if or when they start to feel sick.

Symptoms that Prompt Sending a Child Home

Any staff or child will be sent home if they present with any of the following new or worsening signs or symptoms of possible COVID-19:

- **Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit**
- **Cough**
- **Shortness of breath or difficulty breathing**
- Sore throat
- Chills
- Loss of taste or smell
- Diarrhea
- Repeated shaking with chills
- Muscle pain
- Headache
- Known close contact with or potential exposure to a person who is lab-confirmed to have COVID-19

Potential exposure means being in a household or having close contact within six feet of an individual with a confirmed or suspected COVID-19 for at least 10 minutes. The period for

having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Children will also be sent home with any of the following new or worsening signs or symptoms of possible Inflammatory Syndrome in Children (MISC-C) associated with COVID-19:

- Fever – prolonged and persistent
- Rash
- Conjunctivitis (redness of the white part of the eye)
- Stomachache, vomiting and/or diarrhea
- Tongue is redder than usual and looks like a strawberry
- Swollen hands and/or feet, lymph nodes
- Irritability and/or unusual sleepiness or weakness

Very commonly, a child might be present at the Preschool with or runny nose or other mild allergy symptoms. If that child is behaving normally with no fever, he or she will be permitted to attending the Preschool as long as no other symptoms of illness are present.

Fever Guidelines

Any child or staff with a temperature of more than 100.4 will not be permitted to return to the Preschool until 72 hours after the fever has returned to normal without fever reducing medications. The Preschool will not allow a physician's note before the 72 hours.

Isolation of Sick Students

Children or staff who become sick while at the Preschool will be sent home as soon as possible. The following procedures will be followed:

- The sick child or staff will isolate from other children and staff until they can be sent home.
- The parent of the sick child will be contacted immediately and informed to contact their health care provider.
- The isolation area will be cleaned and disinfected after the sick individual has gone home.
- All areas used by the individual who is sick, such as classrooms, offices, bathrooms, and common areas, will be cleaned and disinfected.

Guidelines for Returning to the Preschool

Staff or children with the new or worsening signs or symptoms listed above will not return to the Preschool until:

- In the case of an individual who was diagnosed with COVID-19, the individual may return to the Preschool 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),
 - The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath), and

- At least 10 days have passed since symptoms first appeared.
- In the case of an individual who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual may not return to the Preschool until the individual has completed the same three-step criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to the Preschool 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. A physician's note MUST in writing state, " _____ was seen and evaluated for _____. This individual does NOT have COVID-19 and is able to return to child care without placing another individual at risk."

WHEN TO QUARANTINE

People who have been in close contact with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months should quarantine.

People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

What Counts as Close Contact?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Steps to take when Quarantining

Stay home and monitor your health

- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4°F), cough, shortness of breath, or [other symptoms](#) of COVID-19
- If possible, stay away from others, especially people who are at [higher risk](#) for getting very sick from COVID-19

Source: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html> Accessed on August 11, 2020

PROCEDURES FOR CONFIRMED COVID-19 CASE

If COVID-19 is confirmed (tested positive) in a child, staff member or other adult who has been present in the Preschool, the Preschool will:

- Call KDHE and follow additional guidance provided.
- Close off areas used by the person who is sick for at least 24 hours,
- Open outside doors and windows to increase air circulation in the areas,
- Wait up to 24 hours or as long as possible before cleaning or disinfecting to also respiratory droplets to settle,
- Follow CDC guidance on how to disinfect the Preschool by cleaning and disinfecting **all areas** used by the person who is sick, such as classrooms, offices, bathrooms, and common areas, and
- Continue routine cleaning and disinfection.
- Some additional recommendations that *COULD* happen:
 - Close down the classroom that has been associated with a positive COVID-19 case. All staff and children of that room would be required to quarantine for 14 days.
 - Possible testing of those exposed
 - Possible closure of the Preschool for up to 14 days

According to CDC guidelines, If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

PREVENTATIVE MEASURES

If certain measures such as cloth face coverings or non-medical grade masks (when social distancing cannot be adhered to), respiratory etiquette (cover cough and sneezes), frequent hand washing/hand sanitation and environmental cleaning and sanitizing are widely observed, the Preschool can be operated in a safe and measured way. The following strategies will be used:

Following of State Regulations

The Preschool will follow all applicable regulations found on the KDHE website <https://www.coronavirus.kdheks.gov/227/Childcare-Foster-care>

The following checklist is intended to provide a selection of important health and safety items that the preschool will follow. The center will plan ahead to ensure adequate supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces.

<https://www.coronavirus.kdheks.gov/225/How-to-Protect-Yourself-Others>

Mask Requirements

Staff: All staff are, required to wear to wear a cloth face covering during adult interactions, but not required, to wear cloth face coverings (over the nose and mouth) during teaching time.

Parents and Adults other than Staff: Face coverings are for those adults who are dropping off and picking up. Cloth face coverings should be washed daily.

Children: Parents will choose whether or not to have their child wear a mask. Face coverings will not be worn when eating or exercising (for example, during gross motor activities or time on the playground). Masks or face coverings will not be used by anyone who has trouble breathing or is unable to remove their mask without assistance. When masks or face coverings are removed they will be placed in a labeled plastic bag (out of reach). Proper hand hygiene will be practiced immediately after handling a mask or face covering.

Social Distancing Strategies

Social distancing focuses on remaining out of congregated settings, avoiding mass gatherings, and maintaining distance from others when possible. The following social distancing strategies will be in place at the Preschool:

- Staff will maintain at least 6 feet of separation from parents and other essential personal who enter the building. If such distancing is not feasible, other measures such as face covering, hand hygiene cough etiquette, cleanliness, and sanitation will be rigorously practiced.
- Classes will include the same group each day, and the same child care staff will remain with the same group each day.
- Each group of children will stay in a separate room, to the extent possible.
- Special events such as parent involvement activities, center wide events, and special performances will be canceled or postponed-if need be.
- There will be limited mixing of children, such as staggering playground times and keeping groups separate for special activities when feasible.
- Outdoor areas (like playgrounds in schools and parks) generally require routine cleaning but do not require disinfection.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended and therefore will not be practiced.
- Use of sensory items (ie: water tables, playdoh) by multiple children will be prohibited. Sensory play will only be used individually.
- When feasible, more outside activities will be incorporated.

Pick-up and Drop Off Procedures

The drop-off and pick-up of children will take place outside the classroom doors. Parents are required to wear masks when entering the building. Mask should be worn appropriately, covering the mouth and the nose the duration of your time in the center. Staff will be wearing them during drop-off and pick-up times.

Please follow these guidelines:

- Please sanitize your hands upon entering the building.

- Children need to stay with a parent at all times. If your child runs away from you or tries to play with toys, etc., then it is an expectation that you will then hold your child's hand upon entering and exiting the building to deter this behavior.
- Staff will be checking children in/out daily.

Classroom A procedures: Walk child down the hallway, greet teacher, teacher will supervise child washing hands.

Classroom B procedures: Teacher will greet you and child at the door. Child will enter classroom and teacher will supervise child washing hands.

Classroom C procedures: Walk child down the hallway, parent supervises hand washing, greet teacher at the classroom door.

Enhanced Cleaning and Disinfecting Measures

The following will be done in addition to (or in substitution of) existing cleaning protocols in place at the center:

- Cleaning and disinfecting efforts will be intensified over the pre-COVID-19 standards. Additional CDC guidance can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>
- Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
- The Preschool will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games, classroom sink handles and doorknobs.
- The Preschool will, on a daily basis, clean objects/surfaces such as light switches, countertops, toilets, desks, chairs, and cubbies.
- All bathrooms will be cleaned and disinfected at the end of each class period and as needed throughout the day.
- Cleaning products used:
 - All cleaning products will be used according to the directions on the label. For disinfection, most common, EPA-registered, fragrance-free household disinfectants should be effective. For our purposes this will most likely be a bleach solution or a peroxide based cleaner. A list of cleaning products specific to COVID can be found here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
 - If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
 - The manufacturer's instructions will be followed for concentration, application method, and contact time for all cleaning and disinfection products.
 - If possible, EPA-registered disposable wipes will be provided to staff so that commonly used surfaces such as classroom door knobs, light switches, remote controls, keyboards, and desks can be wiped down before use.
 - All cleaning materials should be kept secure and out of reach of children.
- Cleaning and sanitizing of toys:

- Toys that cannot be cleaned and sanitized will not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned and disinfected by hand by a person wearing gloves. Toys will be cleaned with water and detergent, rinsed, again, and air-dried. A mechanical dishwasher may also be used. The Preschool will be mindful of items more likely to be placed in a child’s mouth, like play food, dishes, and utensils.
- Machine washable cloth toys will be used by one individual at a time or not used at all. These toys will be laundered before being used by another child.
- Toys will not be shared with other groups of children, unless they are washed and sanitized before being moved from one group to the other.
- Toys that need to be cleaned will be set aside, placed in a dish pan with soapy water or put in a separate container marked for “mouthed/dirty toys.” Toys will be washed with soapy water and rotated to promote frequent cleaning.
- Children’s books and other paper material will be rotated if used by one group in a cohort. They will not be used by any other group for a least 36 hours.

Increased Hand Washing

All children, staff and anyone entering the Preschool will engage in hand hygiene at the following times:

- Arrival to the Preschool and after breaks,
- Before and after preparing food or drinks,
- Before and after eating or handling food, or feeding children,
- Before and after administering medication or medical ointment,
- After using the toilet or helping a child use the bathroom,
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors
- Before and after playing in sand, in water or with sensory materials, and
- After handling garbage.

Hands will be washed with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.

- Children will be supervised when using hand sanitizer to prevent ingestion.
- Children will be assisted with hand washing
- After assisting children with hand washing, staff will also wash their hands
- Posters will be placed at all sinks describing hand washing steps near sinks. (Developmentally appropriate posters will be used.)

Changes to Snack Time

- The Preschool will not serve family style snacks. The teacher will serve the snack and the beverage.
- Staff will ensure children wash hands prior to and immediately after eating.

- Staff will wash their hands before preparing food.
- The Preschool will follow all other applicable federal, state, and local regulations and guidance related to safe preparation of food.

TUITION POLICIES FOR THE 2020-21 SCHOOL YEAR

1) Individual Student Absences and Quarantines

If an individual student is absent due to Covid, whether because of a positive test, a confirmed exposure, or possible Covid symptoms, full tuition will still be required for that student, and tuition reimbursement will not be given.

2) Whole or Partial Preschool closure or quarantine lasting less than or equal to two weeks

If the regular preschool session, whether for an individual class or the whole preschool, is interrupted due to a KDHE prescribed quarantine period or other covid-related reason, tuition will be handled as follows:

- If only one quarantine period is required over the course of the school year, full tuition will still be required during the month that the quarantine takes place. Teachers will stay in communication with parents and students via the technology of their choice and will provide simple activities that parents will have the option of completing at home with their child.
- If more than one quarantine period is required over the course of the school year, the board will make a decision at that time regarding tuition.

3) Preschool closure or quarantine lasting longer than two weeks

If the regular preschool session is interrupted due to KDHE guidelines, a county, state, or nationwide rule regarding preschools, or other covid-related reason tuition will be handled on a month to month basis as follows:

- If the closure happens after the 15th of the month, tuition will not be refunded.
- If the closure happens on or before the 15th of the month, parents will have the following options regarding tuition:
 1. Receive a prorated refund: the refund amount will be prorated based on the number of sessions that will be missed for the month.
 2. Forgo a refund: tuition will not be refunded and will be treated as a donation to the preschool to help continue to pay staff. Parents who choose this option will have access to basic activities planned by their student's teacher.
- If a closure started the month before and carries over into the current month, the board will make a decision based on the circumstances regarding tuition refunds.

I have received a copy of the Jack and Jill Preschool’s COVID-19 policies and procedures (either via email or in print), I have read the policy thoroughly and I understand all that is stated in the policy. I agree to follow all the policies and procedures that are outlined and if I ever have any questions I always have the opportunity to meet with the Preschool Director.

Print Name

Signature Date