

EDSE CLASSROOM PROCEDURES AND TEACHER RESPONSIBILITIES DURING THE COVID-19 PANDEMIC

CLASSROOM PROCEDURES AND STAFF RESPONSIBILITIES:

- All staff, especially new staff must read and be familiar with all the Cleaning Procedures, Illness Policy, Classroom procedures, Staff and Parent Responsibilities.
- All new staff must take the online Standard Precautions Course before starting work.
- All staff must fill out the health screening questions at the beginning of the day and record their temperature.
- Staff should social distance as much as possible between other staff and the children.
- Staff must wear cloth face mask. They must have at least 2 clean each day.
 - The only exception to this is for health reasons.
- It is recommended that children older than 3 years old wear face masks.
 - Parents would provide them
 - Parents should wash them daily
 - No face masks for children 3 years and under.
 - Be cautious of rubber bands or long strings
 - Not to be worn around the neck
 - Children should not wear them:
 - When eating
 - When napping
 - If they fidget with them a lot.
 - If they cannot remove them themselves
 - If they have trouble breathing
 - If it causes them to be upset or irritated
 - If they are 3 years old or younger.
- Staff must wash their cloth face mask that was worn daily.
- Classroom teachers must have emergency contact numbers for the parents of the children they care for in their phones. This includes the aftercare kids.
- Classroom teachers should contact the parents and encourage them to text, email, or write notes if they have anything to convey to you. Let them know you will use the same to tell them things they need to know.
- Staff must always monitor children's health and their own.
- Open windows as much as possible to air out classrooms
- Classroom teachers should have two sets of toys to be alternated daily. Each day, one set will be cleaned and dried while the other set is being used.
- All staff must know when they wash their hands.
 - Upon arrival at EDSE
 - Any time they enter or re-enter a classroom
 - Before and after each snack/meal
 - When coming in from outdoors

- After using the restroom.
- After diaper changes or helping a child on the potty.
- After touching their face, nose, eyes or mouth
- Before and after rendering first aid to a child.
- When soiled
- Before leaving EDSE
- Hand washing should be with lots of suds for at least 20 seconds long.
- All staff must have the children wash their hands:
 - Upon arrival at EDSE
 - Any time they enter or re-enter a classroom
 - Before and after each snack/meal
 - When coming in from outdoors
 - After using the restroom.
 - When soiled
 - Hand washing should be with lots of suds for at least 20 seconds long.
- All staff must strictly enforce the Illness Policy with the children in their care.
- All classroom teachers must monitor each child's health each day. Don't wait to see who is acting ill, look at each child close at beginning of the day and be prepared to call for parent to pick up child should they appear ill.
- All water bottles must be labeled. If not, write the child's name on the water bottle.
- Water bottles cannot be stored together. Put in cubby or separate on a shelf out of their reach.
- Water fountains should not be used.
- Children cannot share food (as usual)
- Snacks must be individual - not family style and must be passed out by teacher, not children.
- Children should not retrieve items kept together like placemats. Teachers should pass them out and pick them up.
- If there is inclement weather, recess will be in their classroom or in the playroom in St. Mark's.
 - Each class has their own bin of toys.
 - Do not use toys from other class's bins.
 - Toys will be removed and the room sprayed with SANITIZER before the next class arrives at playroom.
 - If previous class's toys are still in the playroom, have your children wait while you remove the previous class toys to the workroom - or call for someone to do it for you.
- All staff are to encourage social distancing between the children as best they can.
 - Keep children from touching each other - no wrestling and such.
 - Try to get children to social distance 3 - 6 feet away from each other and their teacher.

- **CHILDREN WHO NAP MUST BE 6 FEET AWAY FROM EACH OTHER. This is a requirement and not a recommendation.**
 - If this cannot be done, we must decrease the amount of children in the classroom. Might be better to remove furniture & toys than to decrease children.
 - It might be easiest to mark where the mats go so you are sure they are 6 feet away.
 - Children's sheet and blanket must be stored in a container for the week and returned to family for the weekend to be washed and returned the following week.
 - No toys or stuffed animals from home even to help them sleep.
- Bathrooms can be shared but not different classes at the same time. So Pre-K and Explorers can use the same bathroom, but not both at the same time. Even Owls and Eagles can do that - if we had Owls.
- There should not be many toys in any of the rooms. Toys touched have to be disinfected each day. So if, you don't plan to have Legos used a certain day, move them out of the children's reach.
- No hard to clean/disinfect toys. I really think this includes the giant standing toys. However, if you choose to use them, be prepared to disinfect them each day. If they look soiled/dirty, this means cleaning them before disinfecting.
- No stuffed animals or soft cloth-like toys.
- No toys/items may be brought from home.
- Toys disinfected and rinsed at the end of the day must be taken back to the classroom to dry on towels and not left in the kitchen.
- Do not use shared colors/markers/glue etc... Each child should have their own container with their own colors, markers, glue sticks, etc.. They do not need to be disinfected if others do not touch them. The children will put them away when finished with them. The outside of containers should be sprayed with disinfectant.
- Staff hands out snacks - not the children. Wear gloves so food is not touched.
- No sensory tables may be used.
 - Can do individual sensory activities (use disposable plates/bowls/containers that are disinfected after each use.)

CLEANING PROCEDURES:

CLASSROOM EVERYDAY CLEANING BY TEACHERS

You are to continue to keep the same cleaning routine as you have learned in Standard Precautions EXCEPT that we are now DISINFECTING toys and commonly touched surfaces until further notice due to the COVID-19 pandemic. (Potentially dangerous bodily fluids are to be cleaned up the same way as previously taught.)

Commonly touched surfaces are:

Door knobs/handles	Light switches	Faucet handles & spouts
Tables	Chairs	Toilet Flush handles
Gates	Soap Dispensers	Keyboard & mouse
Toys	Parent Sign In / Out Board	

WHAT TO CLEAN

Toys (all) touched*

Tables**

Chairs

Changing Tables

Nap mats

Water Sensory Tables^{°°}

Dry Sensory Tables^{°°}

Toilet Seats

Carpets

Floor around toilet

Water Pitcher

Playground Toys/Structures[°]

WHEN TO CLEAN

End of Day

Before Eating/soiled/End of Day

End of Day

After each Use

After Naps daily

End of EACH day

Emptied & Cleaned Weekly

If soiled & End of Day

End of Day

End of Day

End of Day on Friday

Morning & Between Classes

WHAT TO CLEAN WITH

See Below

See Below

Disinfectant Spray

Disinfectant/Rinse/Sanitizer

Sanitizer Spray

Dried and Sanitizer Spray

Sanitizer Spray

Disinfectant/Rinse

Vacuum

Wet Swifter

Dish Detergent

Sanitizer Spray

*Toys must be disinfected at the end of each day. Lay them out so you can spray all sides. Let them remain wet for 10 minutes and then rinse with water. This can be done in the kitchen sink. There will be a drying station for you to put the toys on to air dry. Toys can go back to their rooms the next morning. You can spray items with water that you can't rinse in the sink. If a toy is mouthed during the day, remove it for disinfecting later.

**Tables: During the day while children are in the room, clean any soiled areas on the table and then spray with Sanitizer as you have always done before. At the end of the day, clean (if needed) and then spray with disinfectant. Leave for 10 minutes and then wipe with wet towel or cloth to rinse or you can spray with water. Air dry or wipe to dry, whichever you think would not leave residue. If you stack your chairs on the table, you must use disinfectant spray on the table when you take them down. (Don't forget to rinse after 10 minutes)

°° Sensory tables cannot be used during the COVID-19 Pandemic. This is the normal cleaning schedule for sensory tables when we are given permission to use again.

° This will only be done during the COVID-19 pandemic.

The disinfecting procedure for commonly touched items is:

- Put on Gloves
- Clean any soiled area with soapy paper towels and throw away.
- Dry with paper towel.
- Spray with the new disinfectant spray bottle or the Clorox Bleach Germicidal Cleaner (which is a disinfectant)
- Let it remain on the surface for 10 minutes.
- TOYS*, TABLES**, and CHANGING TABLES must be rinsed after 10 minutes. See above for the procedure.
- All other surfaces (besides toys, tables, and changing tables) can air dry according to Healthy Child Care Colorado.

Disinfectant wipes can only be used if we are well stocked and instead of Disinfectant spray in the classroom for items that if sprayed could be ruined. If we are running low, you will have to spray a paper towel with the disinfectant and then use like a wipe. We are limited on wipes so use sparingly. If you have to use wipes a lot then perhaps there may need to be a change in what items you are using daily.

LENGTH OF TIME FOR SANITIZER OR DISINFECTANT:

Sanitizer Spray: Leave on surface for at least 2 minutes. .

Disinfectant Spray: Leave on surface for 10 minutes.

We have two Disinfecting Sprays that are FDA approved that we currently use:

- Simple Green Pro 3 Plus concentrate (2 ounces to 1 gallon water)
- Clorox Bleach Germicidal Cleaner

AFTER CARE TOYS:

- Toys in playroom (in bin labeled "Extended Care"), must be disinfected, rinsed and left to dry before teacher leaves for the day.
- If E.C. was in classroom, those toys will be the set used that day and will be left for cleaning during the next day. On the next day, the set of toys cleaned the day before will be the ones used that day.
- If E.C. was on the playground, the teacher will spray the playground toys/structures with SANITIZER before leaving.

USE GLOVES WHEN:

- Passing out snacks to the children
- Changing diapers
- Giving first aid
- Cleaning to protect your hands from drying out

CLEANING BY OFFICE STAFF

After Children have made it to their classrooms, one of the office staff must disinfect the pens used by parents to sign-in and the tables that held the sign-in Form. Bring sign-in table inside.

If there is Before Care, as soon after 9:00 am as possible, office staff will take toys played with (should be from the extended care bin) and spray them with disinfectant. Let them sit for 10 minutes and then rinse. This is gives them all day long to dry before the toys are needed again in After Care.

Should the playroom need to be used for recess during inclement weather, office staff will clean the room and remove the toys each class played with as soon as they leave the playroom. (Each class has their own set of toys in a bin for this situation.

- Spray the pews, gates, play table and touched walls with SANITIZER spray. (There is no time to disinfect, rinse, and dry before the next class.)
- Either after cleaning room or at end of the day, the toys used must be disinfected, let sit for 10 minutes, rinsed, and left to dry.
- Do not mix toys from the different class's toy bins.

END OF EACH DAY CLEANING WIPES

Once all children have been picked-up or are in Extended Care, one office staff member must disinfect pens and sign-out tables. Bring sign out tables inside.

Perhaps one person cleans the Church and the other person clean St. Mark's the following way

Wipe all of the following items, if they were possibly used:

- Door Knobs and Handles found on both sides of doors to:
 - Classrooms
 - Cabinets
 - Bathrooms
 - Building entry doors
 - Offices
 - Kitchen
 - Closets
 - Any others not listed that might have been used
- Light switches in all areas used including:
 - Classroom
 - Bathrooms
 - Kitchens
 - Entry rooms or Entry ways

- **Workroom**
- **Closets**
- **Church sliding switches by Bears 2nd entry door**
- **All gates being used**
- **All water faucet handles & spouts in bathrooms, kitchens, and water faucets**
- **Flush handles on all toilets being used.**
- **The top of all soap dispensers in bathrooms and kitchens.**
- **The keyboard and mouse on the sign-in/sign-out computer.**

EVERYONE

USE GLOVES WHEN:

- **Passing out snacks to the children**
- **Changing diapers**
- **Giving first aid**
- **Cleaning to protect your hands from drying out**

June 29, 2020