

EDSE OPERATING PROCEDURES DURING THE COVID-19 PANDEMIC

OPERATING PROCEDURES

- **Must have enough supplies for 2 weeks**
 - Disinfectant, Clorox, wipes, soap, gloves, PPE, trash bags, paper towels, toilet paper, laundry soap, lunch food for kids who forget, snacks, Thermometers
- **EDSE must keep their status up to date with Colorado Shines.**
- **Signs are posted at all entrances requiring facial coverings to be worn, that no one besides EDSE staff may enter during EDSE operating hours, and that no one may enter if ill.**
- **EDSE must keep consistent staffing for classes and breaks as much as possible. (Same staff for classrooms and breaks to the best of our ability.)**
- **As of June 4, 2020 classrooms may operate at their licensed number of children.**
 - May have children that come on different days but cannot be sent to different classes on different days
 - Classes cannot be mixed for Specials or the playground
- **EDSE staff must wear facial coverings unless it causes health issues.**
 - Staff must have 2 facial coverings available for use.
 - Staff will wash facial coverings daily using highest heat settings.
- **EDSE Staff will wash their hands upon arrival and when entering a classroom as well as after using the restroom, before eating, before providing first aid, before helping children with lunches, once they come in from outdoors, after blowing their nose, touching their eyes, nose, mouth or face, and when they are dirty.**
- **Water fountains will not be used.**
- **Drop-Off and Pick-Up Procedures:**
 - Parents do not enter the buildings
 - Pre-K Drop-off and Pick-up will be through the right side front doors of the church
 - Explorers Drop-off and Pick-up will be through the left side front doors of the church
 - One staff member will be at the Sign-In/Out tables between Explorers and Pre-K to make sure parents follow procedures (social distancing and signing in/out).
 - One staff "runner" will take children to either Pre-K or Explorers without mixing children together.
 - Bears and Raccoons Drop-off and Pick-up will be through the south side door of the church
 - One staff member will be at the Sign-In/Out table to make sure parents follow procedures (social distancing and signing in/out) and for helping children to their class.
 - Eagles Drop-off and Pick-up will be through the St. Mark's entrance closest to the Bell Tower

- One staff member will be at the Sign-In/Out table to make sure parents follow procedures (social distancing and signing in/out)
 - The Eagles teacher will be in the foyer to collect all the children and then take them to the classroom
 - Disinfected pens will be provided at sign-in and sign-out times with a place for used pens.
 - Pens will be disinfected after each sign-in or sign-out use.
 - Parents must fill out all the new questions on the Sign-in/Sign-out form.
 - Six foot "waiting lines" will be marked off at each drop-off spot for parents bringing children to EDSE.
 - Each child will have a health screening including taking their temperature before entering the classroom.
- **Extended Care Procedure:**
 - Parents do not enter the buildings.
 - Each class will have their own Extended Care (E.C.) so as not to mix children in different classes.
 - Each E.C. class will rotate between the playground, play room, and classroom.
 - In inclement weather, each E.C. class will remain in their own classroom.
 - Each E.C. class will have their own Sign-Out Form for parents to sign-out their child.
 - The location for each E.C. class is posted on the door where the child attending had been dropped-off in the morning.
 - Pick-up for the E.C. class on the playground will be at the playground gate.
 - Pick-up for the E.C. class in the playroom will be at the St. Mark's entrance.
 - Pick-up for E.C. classes when they are in their rooms:
 - Bears and Raccoons
 - The door on the south side of the church.
 - Explorers
 - The left side front door of the church building.
 - Pre-K
 - The right side front door of the church building.
 - Eagles
 - The door to St. Mark's building which is closest to the Bell Tower.
 - Parents do not enter the buildings.
 - To receive their child from E.C., parents will, depending on the location of their child, do one of the following:
 - Go to the gate of the playground to sign-out and receive their child if their child is on the playground.
 - Ring the bell outside of the St. Mark's building door where a designated staff member will escort the child to their parent and the parent will sign-out their child.

- Call a designated staff member whose number is posted on the door if their child is inside the church building.
 - The designated staff member will go to classroom or playroom to escort the child to their parent.
 - The parent will sign-out their child before leaving premises.
- No visitors are allowed while EDSE is operating.
- No tours allowed while EDSE is operating.
- Church members will not be coming in during school hours – they would be considered a “visitor”.
- Church & St. Mark’s may not be used for groups outside the church.
- The church must keep EDSE informed of weekday services or other weekday church event.
 - EDSE staff must move EDSE items out of the church’s way for those events.
 - This is important because the church people should not touch EDSE things to remove them.
- Cleaning Procedures must be strictly used. (See Cleaning Procedures below)
- Children with health issues, esp. asthma need clearance from their Health Care Provider (herein called “doctor”) to attend.
- Children must have up-to-date Health Care Plans for Asthma & Allergies and up to date Immunization Records. Health Appraisals may be delayed for a couple of months if we already have one. Must have Health Appraisals must be for new children.
- Emergency contact information for each child is on file and also in their classroom folder for quick reference in case of a sick child or emergency closure.
- The School Nurse will refresh/re-train staff members about children with health issues, have a health care plan, or who are on medication.
- Upon Arrival and before entering their classroom:
 - All staff will have their temperatures taken & recorded and a visual health inspection done.
 - All staff will answer questions in writing about their health, possible exposure, and traveling
 - All children will have their temperatures taken & recorded and a visual health inspection done.
 - Parents of each child will answer questions in writing about their health, possible exposure, and traveling
- The area set aside for sick children or staff is area of the playroom closest to the outdoor sidewalk
 - If the playroom is being used, Stuart Lounge will be the back-up area for sick children or personnel.
 - The area must be cleaned & disinfected if a child or staff member uses it.
 - Staff attending the ill must wear PPE, if available.

- **Temporary Illness Policy:**
 - Any child or staff with any symptoms of illness must stay home until well.
 - This is to be strictly enforced
 - No isolation unless the symptoms develop into COVID-19 symptoms
 - Only two exceptions:
 - The person's doctor gives an alternative diagnosis in writing
 - The symptoms are due to allergies but must be confirmed by their doctor.
 - Symptoms of COVID-19 are:
 - Mild: Combination of:
 - Cough
 - Runny nose or congestion
 - Headache
 - Body aches
 - Fatigue
 - Chest tightness
 - New loss of sense of smell or taste
 - Worsening:
 - Fever (100.4 or higher)
 - Shortness of breath
 - Cough
 - Severe:
 - Trouble breathing
 - Persistent pain or pressure in chest
 - New confusion or inability to arouse
 - Bluish lips or face
 - 911 should be called for any of these symptoms
 - Any child or staff with symptoms of COVID-19, including mild) must contact their doctor
 - The doctor must provide EDSE with a note about the person's illness and when the person may return to EDSE.
 - A CONFIRMED case of COVID-19 is a person who has a positive TEST.
 - A PROBABLE case of COVID-19 is a person who is a close contact of a person who has a positive case of COVID-19
 - A SUSPECTED case of COVID-19 is a person with symptoms of the illness.
 - Any child or staff with any symptoms of COVID-19 must be in isolation (separated away from others) and may not return until:
 - 72 hours from the last time the person had a fever and have not used a fever reducing medication
 - AND
 - Feeling well again
 - AND
 - At least 10 days have passed since the beginning of symptoms.

- Any child or staff with symptoms of COVID-19 must be reported to Jefferson County Public Health (303-692-2700)
- Any child or staff member who are exposed to someone with a confirmed, probable, or suspected case of COVID-19 must be in quarantine for 14 days
 - If the person becomes ill during the 14 days, they must then go into isolation and follow the above requirement for returning.
- Follow Jefferson County Health Department if they believe EDSE should close due to exposure.
 - At least for 24 hours - Cleaning may occur after 24 hours vacant
 - Not recommended if child or staff member was not attending while symptomatic
 - May not be necessary for suspected cases of COVID-19 but must still go by Jefferson County Public Health order.
- All regular Operating Procedures are still in effect unless otherwise stated in this document.

June 29, 2020

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 is to 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 is to 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