**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 or as soon as possible once hired.**
* **Staff must wear cloth face mask while indoors at EDSE. Staff must have at least 2 clean masks each day. Face masks worn must be washed in hot water and soap daily.**
  + **The only exception to this is for documented health reasons.**
* **Staff who are not fully vaccinated for COVID-19 must be tested each week for COVID-19.**
* **It is required by Jefferson County Public Health Order 21-002 that children 3 years and older must wear face masks while indoors.**
  + **Parents would provide them**
  + **Parents should wash them daily**
  + **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 have trouble breathing**
    - **If they are younger than 2 years old.**
* **Classroom teachers must have emergency contact numbers for the parents of the children they care for in their phones. This includes the aftercare kids they care for.**
* **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.**
  + **If communication between parents and staff need to be face to face, you must coordinate a time to meet when office staff can cover for you and the meeting must be outdoors or in a room not occupied or scheduled for use.**
    - **If a room is used, it must be sanitized after use.**
* **Staff must always monitor children’s health and their own.**
* **Open windows as much as possible if weather permits to air out classrooms.**
* **Outside time should be used as much as possible even for teaching purposes, weather permitting during the COVID-19 pandemic.**
* **Classroom teachers should have four sets of toys to be alternated daily. Each day, two sets will be cleaned and dried while the other two sets are being used.** 
  + **This is especially true if toys must be disinfected.**
  + **If toys are just sanitized, it is possible that the toys may be dry and ready to use the following day.**
* **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 teachers must contact the parent/guardian of any child who is absent to find out if the child is ill or not.**
  + **If child is ill, contact the school nurse the same day to let her know so she can inform family of what is required before the child may return to EDSE.**
* **All water bottles must be labeled. If not, write the child’s name on the water bottle.**
* **Water bottles cannot be stored together. (This is a new requirement.) Put in cubby or separate on a shelf out of their reach.**
* **Water fountains must 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, pencil boxes, or water bottles. 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 tub of toys.**
  + **Do not use toys from other class’s tub.**
  + **When playtime is over, the toys must be put back in the tub and the teacher must move the tub to the left side of the green carpet area and a “Dirty” laminated sign put on top of the toys.**
  + **The playroom should be sprayed with sanitizer before the next class arrives for playroom time.**
  + **If previous class’s toys are still in the playroom, have your children wait while you remove the previous class toys to the left side of the green carpet area and add a “Dirty” laminated sign on top of those toys – 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 feet away from each other and their teacher. (Jefferson County Public Health Order 21-002)**
* **CHILDREN WHO NAP SHOULD BE 3-6 FEET AWAY FROM EACH OTHER IF THERE IS ROOM IN YOUR CLSSROOM.** 
  + **Mark the floor where the mats go so you are sure they are as far apart from each other as possible.**
  + **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.**
  + **Crib sheets must be used over mats.**
    - **If a crib sheet is wet or soiled during nap, it must be set aside to be disinfected at the end of the day.**
    - **The Policies and Procedures now say that sleeping bag nap sack type items are not acceptable. They must provide crib sheets.**
    - **The Policies and Procedures now say that regular sheets instead of crib sheets are not acceptable.**
    - **If the parent does not provide a crib sheet to cover the mat, use one provided by EDSE.**
    - **If you do not have an extra clean EDSE crib sheet, ask an office staff person to see if there are any they can borrow.**
    - **If an EDSE crib sheet is not available, the mat the child uses must be disinfected and then rinsed at the end of the day.**
* **All mats must be sanitized on both sides after use daily. It can be done at the end of the day instead of immediately after use.**
* **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.**
* **There should not be many toys in any of the rooms. Toys touched have to be cleaned and sanitized each day. Keep toys the children will not be playing with 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, you must sanitize them each day. If they look soiled/dirty, this means cleaning them before sanitizing.**
* **No stuffed animals or soft cloth-like toys - still.**
* **No toys/items may be brought from home.**
* **If toys are sanitized in the kitchen, they must be taken back to the classroom to dry on towels and not left in the kitchen over night.**
* **Do not use shared colors/markers/glue etc… Each child should have their own container with their own colors, markers, glue sticks, etc. The contents do not need to be sanitized if other children do not touch them. The children will put their items back in their containers when they are finished with them. The teacher will store away the containers instead of the children so the children do not touch other children’s containers. The outside of containers should be sprayed with sanitizer at the end of the day.**
* **Staff hands out snacks – not the children. Wear gloves so food is not touched.**
* **Still - No sensory tables may be used.**
  + **Can do individual sensory activities (use disposable plates/bowls/containers that are disinfected after each use.)**
* **Clothes and crib sheets belonging to EDSE that had to be used by a child must be put in the dirty clothes bag to be washed and returned. Please label your EDSE clothes or crib sheets with your class name as well as EDSE.**
* **Should someone, staff or child, have a case of COVID-19 OR there are several children out with an alternative diagnosis, disinfection will be used instead of sanitizing. If having to disinfect, toys, tables, and mats must be rinsed after disinfecting. The disinfectant spray must stay wet on surfaces for 10 minutes for it to be able to work. After 10 minutes, wipe dry, and then rinse with water to remove residue.**

**Classrooms must be sanitized at the end of each day. This is the responsibility of each classroom teacher and not their aid. An aid may help, but it is the responsibility of the classroom teacher that all cleaning procedures are followed and completed. Please read the CLEANING PROCEDURES for more detail.**

**HERE ARE A FEW MORE RULES AND REMINDERS NOT IN A SPECIFIC CATAGORY:**

* **We cannot have toys out drying during the day in either kitchen.**
* **Only one child may wash their hands at a time.**
* **Do not rinse paint brushes or other things while children are washing their hands.**
* **YOU MUST BE WATCHING THE CHILDREN WHILE THEY ARE EATING!!! They can share food or choke on something you have no idea about if you are not watching your children.**
* **Do not get on your phone while they are eating or any other time. While the children are asleep, you can work on your education hours or something or check your phone but you must keep looking up and check on the children every few minutes.**
* **On the playground, you must watch the children. Staff should not gathered together between the 2 playgrounds talking instead of watching the children.**
* **CHILDREN CAN NEVER BE OUT OF SIGHT OF A TEACHER. If a child cannot keep up with the rest of the class, slow the rest of the class down.**
* **Everyone must wear a mask when indoors unless they are in their own office or by themselves. It must be well fitting and cover your nose and mouth.**
* **Be respectful of others – do not initiate hugging. We are in a pandemic. We are supposed to be social distancing s best as we can. If a child needs hugging or holding, it is OK but no asking a child to come and give you a hug for no reason. And absolutely no group hugs!**
* **Don’t forget you must wash hands for at least 20 seconds when you go into a classroom. (It is OK not to if you have just washed your hands before going into the room but best practice is when you go into the room.)**

**Updated 9/29/2021**