**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.**
* **Water fountains may not be used during the pandemic.**
* **Signs are posted at all entrances:** 
  + **Requiring facial coverings to be worn while school is in operation whether vaccinated or not.**
  + **No unauthorized visitors may enter during EDSE operating hours.**
  + **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**
    - **The exception to this is Owls and Eagles as they were and still are licensed as one classroom.**
* **EDSE staff, whether vaccinated or not, must wear facial coverings unless there are documented 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 & after eating, before & after providing first aid, before & after 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.**
* **No unauthorized visitors are allowed while EDSE is operating.** 
  + **Those providing specialty services such as therapists and inspectors may be allowed during operations.**
  + **Specialists must be pre-approved and only allowed if the observation, treatment, or therapy cannot be done elsewhere.**
  + **Specialists must provide proof or vaccination, or if not vaccinated, provide a negative COVID-19 test result from within the last 3 days before entering.**
* **Tours for potential new EDSE children will be allowed if parents wear masks and only look through the glass windows in the doors to see classrooms.**
  + **If they have their child with them, they must keep them by their side the whole time or they may not be able to enter the buildings during the tour.**
* **Only essential church members may enter during school hours.**
* **Church & St. Mark’s may not be used for groups outside groups during EDSE hours.**
* **No one except EDSE staff may enter a classroom while it is occupied with EDSE children. This includes parents, visitors, or church members.**
* **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)**
* **Children ages 3 and up must wear a mask while indoors except while eating or napping.**
* **Children who must wear masks, must have at least one extra mask in case the first one becomes soiled.**
* **Parents must provide clean masks for their children to wear.**
* **Children may not bring toys, stuffed animals, security blankets, or pacifiers from home.**
  + **If child arrives with this type item, the item must be put in their backpack for the day.**
  + **Parent(s) must be reminded that that type item cannot be brought to EDSE during the pandemic or until the State loosens restrictions.**
* **Children with health issues, esp. asthma need clearance from their Health Care Provider (herein called “doctor”) to attend.**
* **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.**
  + **Teachers are required to put parent contact information for each of their students in their phones in case of an emergency.**
* **The School Nurse will refresh/re-train staff members about children with health issues, have a health care plan, or who are on medication.**
* **The area set aside for sick children or staff is the 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 an ill child or staff member uses it.**
  + **Staff attending the ill must wear PPE, if available.**
* **Drop-Off and Pick-Up Procedures:** 
  + **Only parents wearing masks may drop off and pick up their children at their classrooms.**
  + **Parents of Pre-K, Explorers, Raccoons, and Bears use the church front door entrance for Drop-off and Pick-up.**
  + **Parents of Owls and Eagles use the door closest to the Bell Tower as entrance for Drop-off and Pick-up in St. Marks.**
  + **Social Distancing will be encouraged for parents bringing children to EDSE.**
  + **Teachers must contact the parents of absent children to find out why the child is not in attendance if the parents have not already told them.** 
    - **The reason for absence along with the date must be given to the school nurse in writing by text, email, or a written note.**
* **Extended Care (Before Care and After Care) Procedures:**
  + **Parents who wear masks may now enter the buildings for drop off and pick up.**
  + **The entrance for Drop off and Pick up is the entrance closest to the Bell Tower in St. Mark’s building.**
  + **Parents will ring the bell for entrance as the door should be locked during Extended Care.**
  + **To the best of EDSE’s ability, there will be 3 Extended Care (E.C.) pods. These pods are not considered a mixture of classes but pods specifically for E.C.** 
    - **To the best of EDSE’s ability, Before Care pods and After Care pods include the same children in each pod though there may be more or less children on different days.**
    - **To the best of EDSE’s ability, children are not switched between pods once they are assigned to a particular pod.**
    - **The pods are divided by age:**
      * **1 – 2 year olds (“Littles”)**
      * **2 – 3 year olds (“Birds”)**
      * **3 – 5 year olds. (“Big kids”)**
  + **Each E.C. pod may need to rotate playground time so as not to mix children on the playground.**
  + **In inclement weather, each E.C. pod will remain in St. Mark’s or their own classroom.**
  + **Each E.C. pod will have their own Sign-In and Sign-Out Form.**
  + **If an E.C. pod is on the playground, that information will be posted at the site where parents normally pick up their child.**
    - * **The parent will go to the gate of the playground to sign-out and receive their child if their child.**

**The school nurse, or another designated staff member when the school nurse is not in attendance, will check to if any children are absent to find out if anyone is ill. If a child is ill, the nurse or teacher will inform the parents of what is expected before the child may return to EDSE using the Temporary Illness Policy during the COVID-19 pandemic.**

**All children and staff must follow the Temporary Illness Policies.**

**Please see the Temporary Illness Policies for the Children & their Families and the Temporary Illness Policy for EDSE Staff**

**All regular Operating Procedures are still in effect unless otherwise stated in this document.**

**Updated September 29, 2021**