**Outline of protocols and recommendations as a result of Coronavirus pandemic**

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| **Screening / Drop-off & Pick-up** | **Children:** Screening- All children will be dropped off/picked up in the rear entrance lobby. Temperatures will be taken and logged. No children or adults will be permitted to enter with a temp of 100.4 degrees F or above or with other symptoms of illness. Children who have recently had potential exposure with a person with COVID-19 will not be permitted to enter the building. |
|  | **Staff:** Screening- Staff will take temperature upon arrival daily and log on the sheet provided at front desk. No staff will be permitted with temp of 100.4 degrees F or greater. Staff will stay home if sick. Staff who have recently had potential exposure with a person with COVID-19 will not be permitted to enter the building. Staff members will be designated to be the drop off/pick up volunteer to walk all children to their classroom and, at the end of the day, walk all children back to their cars. Infants will be transported in their car seats. |
|  | **Administration:** PPE – masks, gloves and frequent hand washing/sanitizer is required for taking temps. Administration will provide sanitary wipes for cleaning pens between each use. Check children for visual signs of illness during screening and temps. Parents will be reminded to wear masks for drop off/pick up. |
|  | **Facility:** There will be limited access to the building using one front entrance (front doors to church) and one rear entrance (main child care entrance). We will not be using the Kindergarten stairway entrance. Signage will be posted reminding staff and children to keep six feet of distance whenever possible. |
|  | **Parents:** Same parent pickup/drop off to the extent possible to reduce potential risk. Parents should be wearing masks during drop off and pickup. Although we cannot deny access, we are asking families to drop children off in the lobby and they will be escorted to their classroom. |
| **Hand Hygiene and masks** | **Children:** Children must wash their hands upon entering the classroom. All other typical hand washing guidelines will be followed. Children over two years will wear a cloth face covering when feasible except while, eating, sleeping, while exercising or outdoors if a social distance of at least 6ft can be consistently maintained. Paper masks can be re-worn and will be stored face down overnight in an individual labeled paper bag for each child for reuse the next day. If a homemade cloth mask is worn it will be laundered daily at TLC. The cloth mask will be stored on a labeled clean paper towel face down when not in use. Children will immediately wash hands or use hand-sanitizer after handling a mask. |
|  | **Staff:** Staff must wash hands upon entering the classroom and every hour (or more) as activities require for 20 seconds. Avoid touching face. All staff are required to wear a cloth face covering while indoors and working closely with children and other staff. Cover all coughs and sneezes. Wash hands often. Staff will assist children to remove their masks; avoid touching the eyes, nose and mouth. Immediately wash hands or use hand sanitizer after handling a mask. |
|  | **Administration:** Masks and gloves will be provided for staff. Staff may use their own masks but should wash them at TLC. TLC will provide two cloth masks per person and have disposable masks available if needed. |
|  | **Facility:** We will have hand sanitizer available in each classroom and at other key areas in the building. |
|  | **Parents:** All adults should wash hands or use hand sanitizer upon entry to the building. Adults should sign a consent form to allow the use of hand sanitizer for children. All adults are required to wear a face covering when entering the building. |

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| **Napping / Rest** | **Children:** Children will be napping- ideally 6 ft. apart as space allows. Head to foot alternating positions. Nap laundry items will be laundered at TLC and not sent home. Cots and nap mats must be sanitized daily. Nap items will be brought in and stay at the center. Bedding will be stored in individually labeled bins, cubbies, or bags. Bedding will be laundered weekly. |
| **Staff:** All staff will be wearing masks while soothing children to sleep. Loving care and close contact will still be given to children to provide security and comfort. |
|  | **Administration:** Director will perform walk throughs to ensure compliance with safety provisions. |
|  | **Facility:** Windows will be cracked during rest time for proper ventilation. |
|  | **Parents:** Parents will leave all rest items at school until further notice to avoid any cross contamination. |

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| **Social distancing strategies** | **Children:** Limit group sizes to 12 while in yellow phase and 14 for green phase. Separate into smaller groups for regular activities throughout the day. If possible, child care classes should include the same group each day, and the same child care providers should remain with the same group each day. If needed we will consider creating a separate classroom or group for the children of healthcare workers. |
|  | **Staff:** Practice social distancing- 6ft. while lining children up and during meal time. Stagger chairs to provide enough space for children to eat during mealtimes and absolutely no family style meals. Staff must open windows to allow fresh air to circulate regularly. Staff will not congregate with one another. |
|  | **Administration:** Practice social distancing- 6ft. No visitors are to be admitted to the facility. All deliveries will be made outside the child care center entrance. No Early Intervention staff should enter child care facility when in the yellow phase. EI staff can do a tele-intervention with the teacher to support the child who is receiving EI through coaching and helping the teacher via the child’s IFSP/ IEP goals into the regular routines of the classroom. |
|  | **Facility:** Playground schedules will be revised- only 1 class/group at a time in each play space. Each teacher must spray down all equipment at the end of each use. (bleach water solution)  Church staff and attendees and child care staff and students will not be sharing spaces within the building. TLC staff will disinfect fellowship hall and/or bathrooms outside of the church office if used during the week |
|  | **Parents:** Practice social distancing-6ft. If more than two individuals are in the lobby, please wait outside the child care entrance until someone exits to ensure proper social distancing. Parents may call the center from outside if they do not want to enter the building. |

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| **Personal items** | **Children:** No belongings (toys) from home are to be brought into the centers. (other  than nap items or extra clothes). |
|  | **Staff:** Recommend wearing smock, aprons or long sleeves. Keep hair up. Change your clothes and shower when you go home. Wash your hands. Several changes of clothing should be on hand for staff and children. Staff should be prepared to change clothes if clothing becomes contaminated with fluids such as respiratory droplets, vomit, nasal secretions, urine and/or fecal matter. |
|  | **Administration:** Director will provide plastic bags for staff personal items and ask staff to limit personal items brought into the building. |
|  | **Facility:** Personal items such as bags and purses will be locked in a cabinet or closet within the building. |
|  | **Parents:** Please provide several changes of seasonally appropriate clothing for children. |

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| **Symptom and/or diagnosis** | **Children & Staff:** Anyone showing symptoms of COVID-19 (including but not limited to a temperature above 100.4 or cough), should stay home. Many people have only minor symptoms of the illness. Please call you child’s doctor if they are sick for further guidance. Written permission to return to school may be required. |
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|  | **Administration:** Director and other office staff will track all illnesses including suspected cases of COVID19 in our illness log and report to the Dept of Health and DHS as appropriate.  All families will be notified. Children and staff that had close contact with a person diagnosed with COVID19 (within 48 hours of becoming symptomatic), will be asked to stay home for 2 weeks. This is one reason we intend to keep small group sizes and avoid mixing of groups. |
|  | **Facility:** The classrooms space that was in use by a person with a suspected case will be unused until deep cleaning and disinfecting has occurred in that room. If positive COVID-19 case is confirmed, the facility will be closed for 48 hours. |
|  | **Parents:** If any family members have been diagnosed or exposed to someone with COVID19, it must be reported to the director of TLC asap. |

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| **Confirmed COVID-19 cases** | **Confirmed positive COVID-19 cases** If a child is in our care when the test results are confirmed positive, the child should be isolated until the appropriate party arrives to pick them up. The facility will close for a period of 48 hours following the confirmed case of a child or staff member in attendance for cleaning and disinfecting  If a child has a temperature above 100.4, they will be sent home from day care or  Individuals with **confirmed** COVID-19 case who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:   1. **No fever for at least 72 hours** (3 full days without the use of medicine that reduces fever.   **AND**   1. Other **symptoms have improved** (for example, when cough or shortness of breath have improved)   **AND**   1. At least **10 days** have passed since symptoms first appeared.   **OR**  **If tested** for COVID-19 illness to determine if person is still contagious, can leave home after these three things have happened:   1. No longer have fever (**without** the use of medicine that reduces fevers)   **AND**   1. Other **symptoms have improved** (for example, when cough or shortness of breath have improved)   **AND**   1. Person received **two negative tests in a row, at least 24 hours apart.** Doctor will follow CDC guidelines.   Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:   * least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test   OR   * Person received two negative tests in a row, at least 24 hours apart |
| **Exposure to a person who tests positive for COVID-19-** If a staff person, household member, or a child is exposed to an individual who tests positive for COVID19 It is strongly recommended and highly encouraged that they self-quarantine for a period of 14 days based on the CDC guidance. If a child becomes ill at the facility, the operator shall notify the child’s parent as soon as possible. |
| **Reporting:** The director will inform parents of enrolled children when there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness. The facility will report positive COVID-19 cases and exposure to positive COVID-19 case to the Department or Health and the Department of Health Services. |

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| **Cleaning and other considerations** | **Children:** Children will be encouraged to avoid touching their faces and mask when applicable.  If enrollment is very low, we may choose to group siblings together and have mixed age groups to limit exposure among families |
|  | **Staff:** Disinfecting- daily sanitizing and disinfecting throughout the day especially in high touch areas and personal computers/phones. Toys will be cleaned and sanitized. Toys that cannot be cleaned and sanitized will not be used. Most machine washable cloth toys will not be available for use. If a machine washable toy is used, it will be used by only one child at a time and laundered before the next use.  TLC staff will disinfect fellowship hall and/or bathrooms outside of the church office if used during the week.  Prior to opening for the day staff will be responsible for opening windows and circulating fresh air. |
|  | **Administration:** The director will assist staff and be a point of contact for any suggestions or concerns regarding cleaning and sanitary procedures.  TLC may temporarily reduce operational hours to allow additional time for proper sanitizing and disinfecting of classrooms and personal items. |
|  | **Facility:** Disinfecting- daily sanitizing and disinfecting throughout the day especially in high tough areas and personal computers/phones. Rooms will be disinfected using a UV/Ozone disinfecting fogger each night. Signage will be posted in highly visible area to promote everyday protective measures and describe how to stop the spread of COVID-19 (proper handwashing techniques, wearing a cloth face covering) |
|  | **Parents:** Parents are encouraged to have child wash hands and remove clothing as soon as they get home. Parents are also encouraged to bathe children each night, after attending school if possible. |

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| **Communication** | **Children:** We will use age-appropriate language to educate the children about health and safety practices. |
|  | **Staff:** Staff will use gentle and age-appropriate language and methods to guide the children with health and safety practices.  Staff will report any symptoms of illness immediately to the director and will not enter the building with any suspicions of illness |
|  | **Administration:** TLC will communicate with the church and CDC as needed on a case to case basis.  Check-in with families about their well-being:   * Share community resources |
|  | **Facility:** Handwashing signs and other CDC guidance will be posted throughout the building. There will also be signs indicating acceptable routes that may be taken throughout the building. |
|  | **Parents:** Please keep open communication. Continue with routine well-visits, screenings and immunizations. Keep children healthy and ready to learn. Please notify staff with any changes in health.  Practice wearing masks at home and let children know they help keep us safe. |

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| **Remote Learning Plan(PK&K)** | **Assessing need and access**: Center will survey Pre-K Counts families to find out if remote learning is needed for their family and if they have access to internet or a device with internet connection before the start of the school year. IPAD’s will be supplied for children that do not have a device to use. Center will work with families to help them meet their needs. |
|  | **Virtual learning:** Center will use Google Classroom for virtual learning. To receive credit for attendance, students will be required to participate in a daily zoom meeting or answer morning meeting question each day. Learning will occur through live zoom meetings, pre- recorded lessons, and assigned activities. Assigned activities will be a combination of hands on activities and concrete activities to be completed for credit (ex. Draw a picture of a time you were worried when learning about feelings). Assignments may be handed in virtually or in-person. Virtual learning will be a maximum of 30 minutes per day. Google classroom has support and training to help parents navigate the platform. |
| **Non-Virtual learning:** Arrangements will be made to deliver materials needed by families to complete any assignments as well as picking up completed work if it is not able to be submitted electronically. |
| **Assessment and communication:** Teacher will set frequent meetings with children in small groups or individually to assess and document student learning. Teacher will also stay in communication with parents to support at-home learning and help as needed. |