

## **ENHANCED PRESCHOOL PROCEDURES DUE TO COVID-19**

Preschool will look different from before March 13, 2020. Most of all, we will only be able to operate for our Pre-K students. Unfortunately, all other age groups will need to wait until the situation stabilizes.

To best protect the health and safety of our Pre-K students and staff, Let Me Shine will comply with recommendations from the CDC, Department of Health - Child Care Licensing Division and other knowledgeable governmental agencies. Let Me Shine Christian Preschool will continue to follow already established practices regarding cleanliness. Whatever the circumstances, we remain committed to providing a loving Christian environment which supports the mission for our students.

While it is our goal to prepare the best possible program, all plans are subject to sudden change based on government recommendations. Situations may arise where adjustments must be made quickly. Communication is key and families are asked to regularly monitor their email and text messages for the most current information.

### **Meet the Teacher and Student Packets:**

Through Sign-Up Genius, parents and students will set one on one appointments to receive student packets and meet their teacher. Masks should be worn during the appointment.

### **Our preschool is addressing these specific items:**

- Implementing social distancing strategies.
- Implementing screening procedures upon arrival
- Intensifying cleaning and disinfecting efforts

### **Social Distancing Strategies**

- Only essential employees and Let Me Shine administration and staff will be allowed in the building. Individual appointments will be available for parents wanting to meet with the Director following all safety guidelines.
- Seating will be spaced out as much as possible.

### **Drop Off Screening**

Screening children and staff - All children and staff will be screened upon arrival. Children and staff who have a fever of 100.4° or above or display any other signs of illness will not be admitted. Parents must be on alert for signs of illness in their children and must keep them home when they are sick. Even if the child displays common cold symptoms and/or upset stomach, the Director must deny the child's attendance for that day or days thereafter.

- Please drop your child off at 9:00am. Observe the markings on the concrete for social distancing as you arrive/depart.
- A parent or caregiver will escort students to the East side doors for screening, but remain outside the building. To minimize contact with pens and clipboards, staff is authorized to sign children in/out under their signature unless parents request to sign.
- Staff doing screening will follow proper hand hygiene (washing) and put on personal protective equipment (PPE) including a mask and a pair of disposable gloves or utilize hand sanitizer.
- Staff will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid or difficulty breathing (without recent physical activity), or fatigue, and confirm that the child is not experiencing coughing or shortness of breath.
- Staff will take the child's temperature using a non-contact, temporal thermometer; the students will receive hand sanitizer.
- Parents may be asked some or all of the following questions:
  - Have you been in close contact with a confirmed case of COVID-19 in the past 14 days?
  - Are you experiencing a cough, shortness of breath or difficulty breathing, sore throat?
  - Have you had a fever in the last 48 hours?
  - Have you had new loss of taste or smell?
  - Have you had muscle pain or chills?
  - Have you traveled outside Salt Lake County in the last 14 days?
    - Any student who exhibits COVID-19 symptoms (e.g. answers yes to any of the screening questions or who is running a fever) will need to leave the premises immediately to seek medical care and/or COVID-19 testing, per CDC guidelines.
    - If LMS learns that a staff member or student testing positive for COVID-19, we will consult CDC guidelines and contact the local health department to discuss the appropriate management of potentially exposed staff and students, and notify parents whether school should immediately cease in-person gatherings, close for additional cleaning, or otherwise change protocols.
- Staff will be near the East entrance for drop-off; the students will receive hand sanitizer and stand in individual class groups with their teacher; the teacher will lead students to their classroom.

- Student will wash hands upon entering the classroom.
- After screening, staff will remove and discard disposable gloves and face masks, and wash hands with soap and water for at least 20 seconds.

### **Pick Up Procedures**

Social distancing will be practiced while waiting outside for parent pick up. Pick up will be at the East doors; students will be waiting with the teacher in separate class groups. Parents please social distance and wear a mask while waiting to pick up your child.

### **Students or Staff who Become Sick at School**

- If a student becomes ill while at school:
  - LMS will provide an isolated space for the ill student to rest while waiting for the arrival of parent/guardian.
  - LMS will contact the student's parent or authorized pick up to pick up the student as soon as possible. Parents or authorized pick up **MUST** be available to arrive within 30 minutes. If parents do not respond, we will contact the next authorized pick up person.
  - Staff person, wearing a mask and gloves, will stay with the student while awaiting parent/guardian's arrival.
  - Areas used by a sick person will not be used before cleaning and disinfection. We will follow above listed guidelines for cleaning/disinfecting.
  - Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and Family Education Rights and Privacy Act (FERPA) and follow above listed protocol for positive cases.
- Sick children and staff will not return to school until they have met the criteria to discontinue home isolation.
- Those with fever cannot return to school for 72 hours after the fever is gone and proof of wellness.

### **Tuition**

If preschool must close for any period of time, tuition will not be refunded.

## Handwashing and Hygiene

Staff will wash hands with soap and water for at least 20 seconds and will assist children in doing the same. Alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Children will be supervised if they use hand sanitizer to prevent ingestion. Posters are in all restrooms displaying proper hand washing technique.

- All children and staff will engage in hand hygiene at the following times:
  - Arrival and after breaks
  - Before and after preparing food or drinks
  - Before and after eating or handling food, or feeding children
  - Before and after administering medication or medical ointment
  - After using the toilet
  - After coming in contact with bodily fluid
  - After playing outdoors
  - After handling garbage

Let Me Shine Preschool will:

- Teach and reinforce washing hands and respiratory etiquette among students and staff.
- Practice frequent hand washing and advise students and staff to avoid touching their face.
- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, tissues, and no-touch trash cans.
- Provide alcohol-based hand sanitizing stations at entrances, common areas in the school, and classrooms.

## Face Masks

- LMS administration and staff will be required to wear face masks. The use of face coverings will be dependent on a variety of factors. We understand that face coverings may be challenging for young students to wear in all-day settings such as school.
- Face coverings **may** be worn by students when feasible and are most essential in times when physical distancing is difficult.

- Individuals will be frequently reminded not to touch the face covering and to wash their hands frequently.
- If a parent desires their child wear mask, LMS will make every effort to assist the child in keeping it on during the school day.

### **Recommendations for Cleaning and Disinfecting**

- *Cleaning* is physically removing dirt, debris, and sticky film by washing, wiping, and rinsing.
- *Disinfecting* kills nearly all germs on a hard, non-porous surface when applied correctly. Prior to disinfecting, cleaning must be completed. Note: Disinfecting is different from sanitizing. Daily disinfecting of surfaces has been a standard operating procedure from Let Me Shine's beginning.
- *Sanitizing* is the reduction of bacteria to safe levels as set by public health standards. It is required for any surface that comes in contact with food.
- The following will be disinfected at least daily:
  - Playground equipment
  - Door and cabinet handles
  - Sink handles
  - Shared objects (e.g., toys, games, art supplies) should be cleaned in between uses.
- LMS is taking steps to ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. We will not open windows and doors if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms or bad air days) to children using the facility.
- Cleaning and Disinfecting Materials, Toys, and Manipulatives
  - Each child will have their own caddy for individual art supplies.
  - Toys and objects that cannot be cleaned and sanitized will not be used.
  - Cloth toys will not be used.
  - Toys and objects that children have placed in their mouths or that are otherwise contaminated by bodily fluids will be set aside until they are cleaned by hand with water and detergent, rinsed, sanitized with disinfectant, rinsed again, and air-dried.
  - Staff will not share toys and manipulatives with other classrooms, unless they are washed and sanitized before being moved to another classroom.

- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfecting procedures.

### **Drinking Fountains**

Drinking fountains will not be used. The preschool will provide disposable cups in each classroom. Teachers will have water pitchers at their disposal.

### **Clothing**

- Children should bring a change of clothes in the event of fluid contamination.
- Staff will engage in proper hand hygiene if they come into contact with bodily fluids.
- Staff will change the child's clothes and their own clothes if they have come into contact with bodily fluids.
- Any contaminated clothes will be placed in a sealed plastic bag for laundering at home.

### **Limit Sharing**

- LMS will keep each student's belongings separated and in individually labeled storage containers, cubbies or areas, or have them take their belongings home each day to be cleaned.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
- Avoid sharing of foods and utensils.
- Discourage families from bringing materials/toys from home.

### **Recommendations for Snack Time**

- Frequently wash and sanitize all food contact surfaces and utensils.
- Workers will wear face masks and must practice frequent hand washing and glove changes before and after preparing food.
- Serve food using gloves.
- Children will be distanced as much as possible.
- Staff will sit with and talk to children serving as role models and offering support and normalcy.

### **Recommendations for Recess and Playground Use**

- Recess times will be staggered so there are no more than 20 students and care-givers gathered for indoor recess. Physically distancing will be encouraged with non-contact sports and activities.
- According to Johns Hopkins School of Medicine and other credible health resources, COVID-19 is not spread through sweat. However, surfaces touched by multiple people and that are dirty will be cleaned prior and disinfected.
- LMS staff members will be responsible for ensuring regular cleaning and disinfecting.
- LMS will minimize sharing of equipment as much as possible and disinfect shared equipment between use daily.

### **Recommendations for Restrooms**

- LMS will increase disinfecting frequency for restrooms between class use.
- There will be signs instructing students and staff on how to wash hands after using the restroom.