

# IUMC Preschool Covid-19 Plans and Procedures 2020-2021

## 1. Proposed Class Size Reductions:

Pre-K classrooms will have a temporary new maximum of 12 students.

3 and 4 year old Classrooms will have a temporary new maximum of 9 students.

2 year old classrooms will have a temporary new maximum of 8 students.

## 2. Staff Personal Safety and Accountability:

### PPE Options:

All Preschool staff will be required to wear face masks, face shields, or a combination of both inside the building, and will wear a mask or face shield outside when social distancing from students is not possible for safety reasons.

Gloves will be worn when attending to injuries, changing diapers and assisting children with the bathroom.

Staff will be permitted to wear protective eyewear and snap front or zip front scrub jackets to protect clothing, if they so desire.

### Daily Staff Screenings:

Screening is the most effective method to conduct regular staff health checks. All staff will complete a self-screening checklist as they arrive each day. Staff will take their temperature with a no-contact digital thermometer available at the check-in station and will answer a series of screening questions, including but not limited to:

- Did you have a fever over 100.4 degrees F in the last 24 hours?
- Did anyone in your household have a fever over 100.4 degrees in the last 24 hours?
- Do you have a cough that cannot be attributed to a non-covid condition?
- Are you experiencing shortness of breath or difficult breathing?
- Do you have any of these symptoms (including fever)?
  - Chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell

## 3. Arrival and Departure of Students:

Drop-off and Pick-up times may be slightly staggered, and we will use 2 separate entrances to further reduce the opportunity for social spread. Our plan for outside drop-off and pick-up should limit direct contact between parents and staff members and adhere to social

distancing recommendations. Parents will not enter the building for drop off and pick-up (\*with some exceptions).

Hand hygiene stations should be set up at the entrance of the facility, so that children or any entering adults can clean their hands before they enter.

\*Initially, we may allow admission to parents of our youngest students that may struggle with separation anxiety in their new environment. These parents will be limited to the South East entrance which is closest to the 2 and 3 year old classrooms. Also the existence of severe weather may, on occasion, alter the practicality for an outside arrival or departure requiring a more appropriate plan.

## **Drop-Off**

**Locations:** South and South East Doors

**Procedures:**

**Staffing:**

At least one staff member from each classroom will be at their assigned entrance to assist with the screening and reception of each child.

**Screening Process:**

All students over the age of 2 years may be required to wear a mask at drop-off and pick-up if close contact with students from other classrooms in the hallways during these times is unavoidable. **Masks for students will not be required in the classrooms or on the playground per Marion County Public Health Department guidelines.**

The screening staff member will wash her hands and put on a facemask, or face shield that fully covers the front and sides of the face, and wear a single pair of disposable gloves.

The screener will make a visual inspection of each child for signs of illness which could include:

- \*flushed cheeks
- \*Runny nose that is not clear
- \*Rapid breathing or difficulty breathing (without recent physical activity), fatigue
- \*extreme fussiness
- \*cough

The screener will take each child's temperature using a disposable or non-contact (temporal) thermometer. If there is no physical contact with the student or parent, teacher does not need to change gloves before the next check. Any physical contact with a child or adult requires a glove change.

Any child with a fever of 100.4<sup>0</sup> (38.0<sup>0</sup>C) or above, or other signs of illness, will not be admitted to school. We will educate parents to be on the alert for signs of illness in their children and to keep them home when they are sick.

Following the morning screening process, the screener will remove gloves and wash hands with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol. If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.

Assigned classroom staff will collect their students upon successful screening and escort them directly to the classroom.

### **Pick-Up**

**Locations:** South and South East Doors

**Procedures:**

Release patterns may be slightly staggered. Children will be escorted to their designated entrance for release to parent or guardian who will be waiting in their designated area.

### **4. Classroom Environmental Changes:**

Because a lot of preschool happens on the floor, the use of sanitization mats will be implemented. They will be stationed at the entrance of each hallway or classroom so that shoes are sanitized upon entering. Children may also be required to remove shoes and replace them with standardized no-slip socks or “school only” shoes to wear while in the classroom. This set up and procedure may vary from room to room due to location in the building.

Classroom windows will be kept open as frequently as possible to increase air circulation. Only windows with securely attached screens will be opened. Fans may be used to increase air exchange rates but their use must be safely implemented to protect the children from possible injury.

Children will have their own set of commonly used classroom supplies to avoid sharing (and thus preventing cross contamination) whenever possible. Other supplies will be regularly sanitized throughout the preschool day with sanitizing “gym-wipes” or “wellness wipes” that will be available in each classroom.

Frequent hand washing by both staff and students will be an important focus and part of each classroom’s curriculum. To ensure adequate access, and to support hand hygiene behaviors and routine cleaning of objects and surfaces, a portable sink will be added to the upstairs classrooms for use in those rooms which are a greater distance from their assigned bathroom. All children and staff will engage in hand hygiene, at a minimum, during the following times:

- Arrival to the facility 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
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors or in sand
- After handling garbage

Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Hand sanitizer is a poison upon ingestion, and as such, will only be used as a last resort on children. When circumstances do require its use, children will be supervised to ensure safe use.

Children may be assisted with handwashing. After assisting children with handwashing, staff will also wash their hands.

Developmentally appropriate posters describing handwashing steps are posted near sinks.

The use of toys, furniture and equipment that cannot be easily sanitized on a regular basis will be avoided whenever possible. These items will be removed from the classrooms whenever possible or, if necessary for use, will be rotated out of service for at least 2 to 5 days depending on the material.

Toys which children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize, rinse again, and air-dry. We may also clean items in the mechanical dishwasher which has a sanitizing setting. Teachers will be mindful of the use of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.

Toys will not be shared with other classes unless they are washed and sanitized before being moved from one group to the other.

Supplies used for snack (utensils, cups, etc.) will be single-use and disposable with the exception of the sippy cups required for use with our youngest students. Older classrooms may continue the use of personal water bottles that are sent home on a regular basis for cleaning. Teachers will put as much distance between students, as their classroom environment allows, when eating snack or lunch.

Teaching staff will have an additional 30 minutes per day added to their schedule. This time will be strictly dedicated to a thorough cleaning and sanitization of their classroom either after the children leave or directly before they arrive each day. A record of these cleanings will be posted in each classroom and must be signed daily by the staff upon completion of the cleaning procedures.

#### **5. Bathroom Usage and Diapering:**

Each classroom will be assigned a designated bathroom. Bathrooms will not be used by more than one class on the same day. Classroom staff will be responsible for frequent and reasonable sanitization during the school day and will monitor the hygiene habits of the children adding instruction where needed. The preschool janitor will clean each bathroom after school hours each day.

#### **Diapering:**

Staff will wash their hands and wear gloves. Procedures will be posted in all diaper changing areas. Steps include:

- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands

After diapering, wash hands (even when wearing gloves) and disinfect the diapering area with a sanitizing or disinfecting solution. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.

#### **6. Health and Sickness Plan:**

Sick children and staff are always required to stay home.

Parents are reminded of the importance of keeping children home when they are sick.

**As per the guidelines in our Parent Handbook, please keep your child at home if:**

1. The following symptoms appear 24 hours before school: upset stomach, diarrhea, or vomiting, constant cough or sniffles, fever, complaints of pain, rash, red or watery eyes.
2. You have given an over-the-counter medication that may make your child drowsy, such as Benadryl.
3. Your child has a communicable disease or illness (or has been exposed to one) such as strep throat, chicken pox, head lice, impetigo, flu. Also notify your child's teacher so that they may notify the office of the exposure.
4. Your child should not play outside.

Your child should be fever-free for at least 24 hours before returning to school.

It will be communicated to staff the importance of being vigilant for symptoms and staying in touch with school administration if or when they start to feel sick.

Children or staff who become sick during school hours will be kept separate from other children and staff until they can be sent home.

Sick staff members and students cannot return to school until they have met the criteria to discontinue home isolation per the following Marion County Public Health Department and CDC guidelines: **\*see addendum for updates to these guidelines**

**The individual has COVID-19 symptoms but has had no test for confirmation**

**OR**

**The individual has symptoms, and has had a positive COVID-19 test:**

In either case, they can be with others after:

- At least 10 days since symptoms first appeared **and**
- At least 3 days with no fever without fever-reducing medication **and**
- At least 3 days since the symptoms have improved, including cough and shortness of breath.

Depending on the individual's healthcare provider's advice and availability of testing, they might get tested to see if they still have COVID-19. If they are tested, they can be around others when they have no fever, respiratory symptoms have improved, and they receive two negative test results in a row, at least 24 hours apart.

**Individual tested positive for COVID-19 but had no symptoms:** If they continue to have no symptoms, they can be with others after:

- 10 days have passed since testing positive

Depending on the individual's healthcare provider's advice and availability of testing, they might get tested to see if they still have COVID-19. If they are tested, they can be around others when they receive two negative test results in a row, at least 24 hours apart.

If the individual develops symptoms after testing positive, they should follow the guidance above for "Individual thinks or knows they had COVID-19, and they had symptoms."

It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days **after exposure** based on the time it takes to develop illness.

CDC guidance will be followed on how to disinfect the building if someone has been sick while attending school. If COVID-19 is confirmed in a child or staff member:

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

### **Reporting Cases:**

The preschool office will assume the responsibility of notifying parents and guardians of any contagious medical concern that arises in their child's classroom.

We are required to report cases to the Marion County Public Health Department (MCPHD) for guidance regarding possible closure, cleaning and parental notification.

CDC resources emphasize that any decision about temporary closures of child care programs or cancellation of related events should be made in coordination with federal, state and local health officials. Child care programs are not expected to make decisions about closures on their own.

### **7. Office Changes**

In order to limit traffic in the building, parents will be encouraged to make all preschool payments by mail or through automatic bank payments, and to communicate with the office through phone, email or Internet messenger. Arrangements will be made with those families needing to pay in cash.

The preschool office will initiate the use of the sliding glass windows over the counter just inside the office hallway. Additional protection will be added by the use of a Plexiglas sneeze guard with a cut out transaction slot.

### **Designated Substitutes:**

Ideally the office will have a designated substitute teacher per class with the goal of no crossover between classes. If crossover is required due to lack of availability of other substitutes, we will do our best to make sure the substitute has had multiple days between assignments. This will be one of our most challenging parts of this plan as good substitutes are very hard to come by. All substitutes, when employed, will be required to follow all aspects of the IUMC Preschool Covid-19 Plans and Procedures.

## **8. Playground**

A no-overlap schedule will be designed to prevent crossover contact between classes on the playground and during travel to and from the playground.

### **Cleaning and Sanitization Procedures:**

Maxx Clean Multi-Surface Cleaner and Sanitizer will be applied to the playground equipment on a regular basis as per the directions. (Information sheet attached to this plan).

Teachers will be responsible for assessing and implementing any specific cleaning needs necessary, following their time on the playground and before the arrival of the next class, on a daily basis.

## **9. Large Muscle Room**

A no-overlap schedule will be designed to prevent crossover contact between classes. Children traveling to and from the large muscle room will use routes that avoid the main hallway on the main floor of the building. Classes may travel either across the second floor or through the basement. \*Exceptions will be made for 2 year old classes that typically avoid using stairs and need access to the elevator, or for any physically limited child enrolled, regardless of age.

### **Cleaning and Sanitization Procedures:**

Maxx Clean Multi-Surface Cleaner and Sanitizer can be applied to the equipment and the floor on a regular basis as per the directions to avoid cross contamination between classes and other church use of the room.

Teachers will be responsible for assessing and implementing any specific cleaning needs necessary, following their time in the room and before the arrival of the next class, on a daily basis.

## **10. Chapel**

At this time the chapel will not be used by the preschool. Appropriate alternatives for experiencing chapel time will be designed and implemented by the staff.

## **11. Special Events/Fundraisers**

At this time there will be no large gathering types of events for the preschool. The preschool staff and the PAC will look at options that might effectively replace these types of in-person gatherings.

## **12. Field Trips**

At this time there will be no offsite field trips planned for any preschool classes.

### **13. Janitorial**

Janitorial service will continue with a magnified intensity and with a mindfulness of the CDC guidelines outlined in their publication "Cleaning and Disinfecting Your Facility".

### **14. Fee Alterations or Additions**

It has been approved by the IUMC Finance Committee to assess a monthly \$10.00 Covid-19 fee to each child's billing statement. This fee will be used to assist in covering the unbudgeted expenses of supplies, equipment and staffing necessary to successfully implement this plan.

### **15. Parent/Guardian Responsibilities:**

A copy of this completed and approved plan will be made available to parents who are completing the process of registering their child. They will be asked to sign a document that states that they have read the plan and are aware of the steps IUMC Preschool is taking to limit the opportunities for spread of Covid-19 to the best of its ability. They will also agree to follow all parts of the plan that depend on their cooperation for successful implementation; including keeping their child home when necessary as specified in the guidelines.

### **\*Addendum: December 10, 2020**

**Quarantine recommendation adjustments issued by the CDC and adopted by the Indiana Department of Health December 4, 2020**

#### **Who should quarantine?**

If you or a member of your family has been in close contact (within 6 feet for more than 15 minutes over a 24-hour period, even if you are wearing a mask to lower your risk of infection) with someone who has COVID-19, you should quarantine. Quarantine helps prevent spread of disease that can happen before people know they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others and monitor their health. You should also quarantine if you provided care at home to someone who is sick with COVID-19, had direct physical contact with the person (hugged or kissed them), shared eating or drinking utensils or if someone you know with COVID-19 sneezed, coughed, or somehow got respiratory droplets on you. If you are symptomatic or waiting for a test result, you and other members of your household should quarantine.

## **When is my home quarantine over?**

1. The CDC recommends a 14-day quarantine, but offers the following alternative options:
  - Quarantine can end after Day 10 without testing and if no symptoms have been reported during daily monitoring.
  - Quarantine can end after Day 7 if a diagnostic specimen tests negative and if no symptoms were reported during daily monitoring. The specimen may be collected and tested (rapid antigen or PCR) within 48 hours before the time of planned quarantine discontinuation (Day 5 or after), but quarantine cannot be discontinued earlier after Day 7. Please note that test results may not be available within 48 hours. The priority for tests is to diagnose new cases to prevent additional spread of infection.
  
2. Persons can discontinue quarantine at these time points only if the following criteria are also met:
  - The person has shown no symptoms of COVID-19 at any point during the entirety of quarantine up to the time at which quarantine is discontinued; and,
  - Daily symptom monitoring continues through quarantine Day 14 (see log next page); and,
  - All recommended preventive measures continue through Day 14 of quarantine:
    - Practice good hand hygiene by washing with soap and water for a least 20 seconds or using a hand sanitizer with at least 60% alcohol
    - Stay at least 6 feet (about 2 arms' length) from other people
    - Wear a mask over your nose and mouth when around others
    - Clean frequently touched surfaces often
  
3. If you are able, the safest option is to follow previous guidance and quarantine for 14 days without testing.