



## ST. JOHN CHRISTIAN PRESCHOOL

200 South Main Street  
Charles City, Iowa 50616  
Phone (641) 228-7274  
wfranke@stjohncharlescity.com

### SJCP Return to Learn/Reopening Plan

#### **Policy:**

In the response to a pandemic, licensed centers will follow additional guidance set forth by the Iowa Department of Human Services (DHS), Center for Disease Control (CDC), Iowa Department of Public Health (IDPH), collaborating with local school districts to either close, continue, or resume operations. These additional pandemic child care procedures will remain in place until normal operations can safely resume as determined by local health officials and in conjunction with the organizations listed within this policy. In addition to the pandemic, child care procedures for centers will also follow all other DHS licensing standards.

Temporary changes to eight program policies/procedures have been made so children, families, and staff can return to the classroom setting with health and safety being a priority. Policies/procedures with COVID-19 changes include:

- Daily Health Checks
- Cleaning/Disinfecting
- Pick-Up/Drop-Off
- Child Physical Policy
- Illness Exclusion
- Supervision and Access
- Screenings: Hearing and Vision
- Mealtime Procedures

#### **Procedures:**

##### **• CLASS SIZES**

- During the pandemic each class may need to be split into groups with no more than 10 children in each group. Full class sizes will be resumed upon DHS recommendation and Public Health guidance for educational settings. |
- The same group of children will be in each classroom with the same staff, to include substitutes.

- **PHYSICAL ENVIRONMENT**

- Signs will be posted at each entrance indicating no one should enter or participate if they currently have symptoms of COVID-19 (fever, cough, shortness of breath), have tested positive for COVID-19, or live with someone with symptoms or confirmed COVID-19 in the last 14 days.
- Close communal space such as bathrooms that are shared by multiple classrooms will have staggered use and will be disinfected between uses.
- Sensory tables will be removed from the classrooms. Communal sensory activities will be prohibited. Classes will be provided individual sensory bins for each child while in that particular center.
- Classrooms must remain clutter-free and all plush/soft toys and furnishings will be removed. High-touch classroom materials/supplies will be minimized to allow for efficient cleaning and disinfecting and to decrease the opportunity for the spread of germs.
- The only items from home that will be allowed will be a change of clothing brought in a disposable sack. Change of clothing will be kept in a separate bin and returned to the parent in a disposable sack as needed for washing. No blankets or toys will be brought from home to the classroom.
- Room arrangement will maximize open spaces to encourage physical distancing.
- During "Carpet Square Time" children's mats will be 6 feet apart when possible as space allows and/or children will be facing head to toe.
- When possible, windows will be open to allow additional ventilation and air flow.

- **PHYSICAL ACTIVITY**

- Playground use is permitted by one classroom at a time.
- High touch surfaces of playground equipment will be disinfected before each class use.
- Staff should provide more time outside if possible.
- Plan physical activities that limit close physical contact, sharing of equipment, and waiting in line.

- **PHYSICAL DISTANCING**

- Staff will encourage activities that practice physical distancing amongst children.
- Staff will be encouraged to practice physical distancing outside of work.
- All parent gatherings will be cancelled or revised to include physical distancing measures (conferences, socializations, etc.).

- **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- **Adult Masks/Face Shields** - Face Shields will be provided by SJCP and/or staff may use their own. Face coverings are most essential at times when physical distancing is not possible. Staff should limit the touching of their face shield and wash their hands frequently. Staff that are assigned to one group of children can decide whether to wear a face mask for most general activities. Activities that will **REQUIRE** the use of a face mask will include those that bring the adult in very close proximity to the child such as during pick-up and drop-off, and when others enter the building. Face masks/face shields will be worn by the adult that is caring for a child that becomes ill, and while conducting daily health checks.
- **Children's Masks** - Face masks will not be required for the children, however, we will have a supply of disposable children's face masks to be worn (when needed) by a child that is able to reliably wear, remove, and handle a mask, or for whose parent(s) requests their child to, or for a child who becomes ill during the day. No one should wear a face mask when engaging in vigorous physical activity. Face coverings should NOT be placed on children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- **Gloves** - Gloves will be worn by staff that are conducting the screening/daily health checks. Gloves should also be worn when caring for any sick children.

- **STAFF**

- Training
  - Staff will receive training on new pandemic procedures regarding infectious disease and the specific pandemic prior to re-opening.
  - Staff will be trained on how to properly put on and remove PPE that will be used and available at their facility.

- Staff will be trained on proper use of the non-touch thermometer.
- o Temperatures/Screening
  - Any staff member that has a temperature at or above 99.6° or is experiencing any illness will contact the SJCP office by 7:45am. If temperature is 99.5° or below **AND** they have no identified symptoms of illness they will report to work.
  - Once a staff member arrives to work they will apply hand sanitizer, take and document their temperature, and answer the symptom screening questions at the entrance screening station. If any symptoms are identified or if temperature is 99.6° or above, staff will return to their vehicle, immediately notify the director and return home without entering any further into the facility.
  - If temperature is 99.5° or below and the staff have no symptoms, after placing personal items in a secure location, staff will go to the closest handwashing sink and wash their hands before touching any classroom items.
- o Staff will abide by the following infection control practices
  - Frequent and thorough hand washing, respiratory etiquette including covering your cough, avoid using other workers' phones, desks, office, or other work tools and equipment.
  - Maintaining regular housekeeping practices including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
  - Staff will maintain physical distancing while in common areas with other staff, including offices, break rooms, entryways, kitchens, etc. Masks need to be worn when physical distancing cannot occur.
  - If a staff member becomes ill during work hours, they will contact the director immediately, put on a face mask if applicable, and leave the premises. The director will be responsible for assigning someone to disinfect any needed areas/surfaces. Confidentiality will be maintained at all times.

- **CHILD DROP-OFF/PICK-UP**

- Each family will utilize a designated lane for children to be dropped off and picked up. Parents will be asked to wait in their vehicles until a staff member waves them over. Parents will approach the doorway of the church, but stay outdoors while the staff member takes the temperature of the child. Once the child's temperature is taken and it is determined they can stay, that staff member will be helping the child remove their shoes and another staff member will bring them to the Coat Room until all children have arrived.
- At the end of the day, children will be brought to the designated area, and a staff member will watch for parents to arrive at the center. Each parent will approach the building when given the ok to do so - and the child will be brought to the door.
- Signing in and out of the children will be done by staff
- Each parent and child will be greeted by the staff. Staff will wear their face shield during both drop-off and pick-up times. There will be no hand shaking or hugging.
- Prior to reopening, each parent will be sent a video through SeeSaw to show what pick-up/drop-off will look like along with written instructions. The video will allow for the parents and children to see the teachers and staff members wearing the required face coverings and walking through the process of new procedures.

- **SCREENING/DAILY HEALTH CHECK**

- Screenings of each child upon arrival will take place directly outside of the facility. During inclement weather the screening will take place just inside the doorway.
- Daily health checks will be completed during the screening process at drop off by designated staff. Staff will go through the 'Daily Health Check During COVID' questionnaire and document that it was completed.
- Upon the arrival of children, staff will wash hands thoroughly before putting on a face shield and mask. Staff will wear disposable gloves while conducting the screenings of children.
- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.

- Perform a temperature check of each child using a no-touch thermometer. If the staff did not have physical contact with the child, they do not need to change gloves before the next check.
- Staff will conduct a second temperature check before dismissal and do routine visual inspections of children throughout the day.
- Staff will clean the thermometer between each child using alcohol wipes. We can reuse the alcohol wipe as long as it remains wet.
- Any child with a temperature of 99.6° or above will not be permitted into school.
- Staff will ask these questions: (Daily Health Check During COVID) - Close contact is less than 6 feet apart for more than 15 minutes
  - \* Has any member of your household (people that live with you) been diagnosed with COVID-19?
  - \* Has your child, any member of your household, or anyone your child's been in close contact with, had fever >99.6 or chills, cough, shortness of breath or difficulty breathing, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea?
  - \* If your child, member of the household, or anyone the child's been in close contact with has had fever >99.6 or chills, cough, shortness of breath or difficulty breathing, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea without an alternative diagnosis in the last 14 days, the child will not be admitted to the classroom.
  - \* If children are arriving in the same vehicle all children should be checked before allowing entry. Parents of children who carpool to/from the center will be asked to check temperatures prior to coming to the center.
- Once all screenings have been completed, staff will remove PPE and wash hands thoroughly with soap and water for at least 20 seconds.
- Each screening station will include:
  - Face Shields
  - Hand Sanitizer
  - Gloves
  - Touchless Thermometer
  - Alcohol Wipes
  - Symptom Checklist
  - Sign-in Board

## Policy and Procedure Updates:

We will continue to follow all St. John Christian Preschool Policies and Procedures with the following updates/changes:

- **PICK UP/DROP OFF POLICY**

- All staff will be required to wear shields and gloves, provided by SJCP at pick-up and drop-off or when anyone else is at the center.
- When you bring your child to school, we will meet you at the door. If there is another parent/child at the door, we ask that you stay in your car until you are motioned over. We will take your child's temperature before he/she can enter. You will not be required to sign in your child, we will be responsible for this. This helps to assure the safe arrival of your child. Please do not arrive before the usual starting time - the teachers need time to prepare for the day. When you pick up your child, please be prompt. We will meet you at the door, please wait in your car until you are motioned to come to the door and we will be responsible to sign your child out. If children are not picked up at the end of the school day and staff are unable to reach parents or emergency contact persons, local law enforcement will be called.

- **DAILY HEALTH CHECK PROCEDURES**

- Effective August 31, 2020 due to COVID-19, all children will have their temperature checked at arrival and before dismissal. Anyone with a fever of 99.6 or more will be sent home. See illness exclusion policy for more information.

- **ILLNESS EXCLUSION CRITERIA**

- Changes to the current policy include:
  - Effective August 31, 2020, due to COVID-19. Children and staff with a temp of 99.6 will not attend. Return to the classroom will be allowed under the following conditions:
    - No fever for at least 72 hours (3 full days of no fever without the use of medicine that reduces fever), and
    - Other symptoms have improved (for example, when your cough or shortness of breath has improved), and
    - At least 10 days have passed since your symptoms first appeared. Children may return sooner if symptoms were due to another diagnosis and they have a doctor's note to return.

Anyone with COVID-19, tested for COVID-19, or exposed to COVID-19 will not be allowed in the building for at least 10 days after your last symptoms or 10 days after exposure.

Anyone with symptoms of COVID-19 who are tested and test negative AND who are NOT a close contact of a person who tested positive for COVID-19, can go back to daily activities 24 hours after their fever and other symptoms resolve.

Anyone with symptoms of COVID-19 who are tested and test negative AND who ARE a close contact of a person who tested positive for COVID-19, should continue to self-quarantine until 14 days after their last exposure to the confirmed case.

If COVID-19 is confirmed in a child or staff member, we will follow any additional CDC guidance and work closely with our local public health department and follow their recommendations. See closure policy for more information.

If a child becomes ill during the day, the child and a designated staff member will be separated from the class and given a place to lay down and rest. Staff will wear a mask and face shield while tending to the ill child. If the child is over 2 years old, and can safely wear a disposable mask, they will be given one to wear. Parents will be called and asked to pick up their child.

If a child is diagnosed with an illness, other than COVID, we will follow our illness exclusion criteria. We may consult with our local public health department, as needed.

- **CLEANING AND DISINFECTING POLICY**

- Our current policy for cleaning and disinfecting will continue to be followed with the following additions/changes:

- Effective June 1, 2020, due to COVID-19 restrictions:

- Cleaning:

- Staff will continue routine cleaning, however, increased cleaning of high touch areas should be done more frequently throughout the day.
      - Weekly deep cleaning will be done. If staff or a child has been infected or exposed to COVID-19, staff will increase cleaning for 7 days.
      - Outdoor playtime- high touch surfaces will be sanitized after play.



- **SUPERVISION AND ACCESS POLICY**

- Effective August 31, 2020, due to COVID-19 restrictions, only teaching staff are allowed in the preschool. No visitors will be allowed in the classrooms. Teachers will be kept in the same classrooms, with the same children as much as possible.

- **HEALTH SCREENINGS (VISION/HEARING)**

- Effective August 31, 2020, vision and hearing screenings are on hold at this time.

- **CHILD PHYSICAL POLICY**

- Effective August 31, 2020, due to COVID-19 restrictions, some children have not been able to obtain a current well child exam. We will not exclude these children and will follow up to ensure this is completed as soon as possible.

- **SNACK TIME PROCEDURES**

- Effective August 31, 2020, due to COVID-19 restrictions, children will not assist with setting tables and all snacks will be handed out by staff.
- Children will be seated so that they cannot touch each other's napkins or food.

*St. John Christian Preschool will continue to follow the up-to-date information and guidance provided by CDC, Local Public Health Officials, and DHS Child Care Guidelines. As guidance and restrictions become updated, SJCP will update the Pandemic Plan to Reopen and provide additional training to staff.*

*Created 8/11/20*