

# **COVID-19 Related** **Health and Cleaning Protocols for** **South Table Mountain Preschool**

Created 7/19/20

*Please Note:* This is a living document that may be changed and updated on a regular basis to reflect our current protocols and as we see what works and if we see we can approach things in a better way. Our protocols are based on best practices set forth by the CDC, JCPH, Colorado Office of Early Childhood- Department of Human Services, State and Local licensing and Healthy Child Care Colorado.

## **General Operating Procedures**

- Any staff, child or family member exhibiting signs of COVID-19 (cough, sore throat, shortness of breath, a fever 100.4 or higher) or symptoms of any illness; **OR anyone that has had close contact with someone with COVID-19 or the symptoms** of WILL STAY HOME and immediately notify STMP of their condition.
- If a student or staff member exhibits symptoms of COVID-19, they will be immediately moved to the designated isolation room to await pick-up by a family member. (Please see Potential Case/Exposure for more details.)
- All staff and families are asked to refrain from behaviors that may increase risk of exposure. i.e.- participating in large gatherings
- Drop-Off Pick-Up will be curbside with multiple entrance points for students from different classes.
- All staff, students and the adult dropping off will be temperature checked and answer a daily health-screening questionnaire at a designated Health Screening Station.
- It is recommended, if possible, that the **same adult drop-off and pick up their child each day.** Individuals in the High-Risk category are not recommended to drop-off or pick-up students from school.
- All staff and students will wash or sanitize hands upon arrival, upon entering and exiting their classroom, before and after using the playground, before and after eating and before and after using the bathroom.
- To reduce numbers in each class, students have been put into classes based on age, 2 ½-3, 3-4 and 4-5 AND based on schedule, morning/lunch bunch or full day.
- Students will participate in normal daily activities with only their class. Classes will not mix.
- There will be a playground schedule to ensure each class gets independent time on the playground. Classes will not mix.

- A staff member between each class will wipe down common use areas. i.e.- the playground equipment, handrails, sink/toilet handles, tables, counter tops etc.
- Each student will have their own set of basic school supplies: box of crayons, scissors, markers, and a pencil pouch to keep them in. This will decrease the common items used between students. These items will be kept in their cubby.
- Each student will also have 2 shoebox sized plastic tubs w/lids, to provide individual space for sensory activities, i.e.- play dough etc.
- STMP has pre-purchased these items and the \$100 annual supply fee covers this cost.
- For our FULL DAY students: Each student will have a designated and accordingly labeled rest mat. These mats will be disinfected before and after rest time each day.
- We are requiring each FULL DAY student to have a bedroll for rest time for simplicity of set up and cleaning. (Please see Christen if you need financial assistance with this) See this link: [https://www.amazon.com/EVERYDAY-KIDS-Toddler-Removable-Pillow/dp/B07VYVTK35/ref=sr\\_1\\_3?dchild=1&keywords=bed+roll+for+kids&qid=1595360651&sr=8-3](https://www.amazon.com/EVERYDAY-KIDS-Toddler-Removable-Pillow/dp/B07VYVTK35/ref=sr_1_3?dchild=1&keywords=bed+roll+for+kids&qid=1595360651&sr=8-3) for examples. A mesh laundry bag would be perfect for containing the bedroll, small stuffed animal, and small blanket. These will be hung from each child's hook.

### **Opening/Before Care**

- Opening Staff member will wipe down all common touch points in each classroom and throughout the school. i.e., door handles, light switches, cabinet handles etc.
- Before Care students will be dropped off at the main entrance to the school. Please "enter" by going up the ramp, then "Exit" down the stairs- when possible
- Opening staff member will meet each Before Care family at the main entrance, on the landing just outside the doors.
- If multiple Before Care families are waiting to check in, they will maintain a physical distance of 6ft from one another and be guided by markings going down the ramp.
- Staff member will wear a mask, adult dropping off will wear a mask, it is highly encouraged that the student, if aged 3-5years, will also wear a mask, but it is not required.
- Each student and adult will be temperature checked and a health-screening questionnaire will be answered and logged each day.
- IF the student or adult have a fever of 100.4 or higher, have any symptoms of COVID-19 or have been in close contact with someone with COVID\_19 or exposed to COVID-19, the student will need to return home.

- The student(s) and teacher will be in the designated before care classroom until the school opens for regular hours at 8:20.

### **Drop-Off**

- All adults and staff are required to wear face coverings. It is recommended but not required that children, age 3-5 wear masks as well. Children under 3 should not wear a mask.
- Look for 6ft spacing marks in your child's drop-off area to help us maintain safe physical distancing.
- Each class will drop-off in their designated class area.
  - 2 ½-3's (PreS1) Health Screening Station is at the top of the ramp/steps and enters through the main doors to the school.
  - 3-4's (PreS2) Full Day Health Screening Station will also be at the top of the ramp/steps and enter through the main doors to the school. **Please park in the main area of the parking lot.**
  - 3-4's (PreS2) Half Day Health Screening Station will be outside their classroom on the east side of the school office, at the bottom of the long staircase leading to the church. **Please park on the EAST end of the lot.**
  - 4-5's (PreK) **will enter the school grounds through the playground via the playground gate** at the west end of the school parking lot. **Please park at the WEST end of the parking lot, below the playground.**
    - 4-5's (PreK) Full Day- will proceed to the Health Screening Station at the east end of the upper patio outside the double glass doors.
    - 4-5's (PreK) Half Day- will proceed to the Health Screening Station on the west end of the playgrounds upper patio outside the old "coat room" doors.
- Adult will sign student in. If possible, have a pen with you, to reduce shared items. STMP will also have pens available that will be sanitized between uses.
- A designated staff member will take each student to his or her classroom. Only staff and children will enter the classrooms.

### **Classroom Procedures**

- Children wash hands upon entering the classroom, before and after eating, and again when exiting the classroom.
- Groups are not combined. Children are not moved into another group.
- Same staff with the same children throughout the day, as much as possible.
- Children are encouraged to wear a mask, but not required. Masks will NOT be worn while eating or during rest time.
  - Children under 3 should never wear a mask.
  - Children 3-5 are closely supervised while wearing a mask.
- Physical distancing will be maintained as realistically as possible.

- Small groups will run at the table with a teacher, while the other part of the class has time for free choice, then groups switch.
- A smaller selection of easily cleaned toys will be available in each classroom.
- Toys are cleaned, disinfected, and rinsed each day.
- Toys from home are NOT allowed. (Exception-rest time stuffy that stays at school and is taken home, along with bedroll etc. and laundered each week)
- Toys will not be shared between classrooms during a school day.

### **Snack/Lunch**

- Students/Staff wash hands prior to eating/helping open packages. \*Having you child practice opening their own packages, juice boxes, bars, cheese etc., will help them build their fine motor skills as well as cut down on multiple people handling their food.
- Families will provide a healthy snack, lunch, and water bottle from home.
- Lunches will be hung on students hook outside their classroom. Please make sure their lunchbox has some kind of handle on it.
- Water bottles will be kept in the student's cubby.
- Snack will be kept in the student's cubby.
- Children will eat in their classroom with their class and teachers.
- Children will be spaced around the table or there will be a couple separate eating times to limit the number of children at the table.
- Depending on the playground schedule, it may be possible to have snack and/or lunch outside.

### **Rest Time**

- All students will have a child "bed-roll" of some kind, for ease of set-up, take down and cleaning. (Please see Amazon link above for ideas)
- Each student may also bring a SMALL stuffed animal and small blanket. These items would fit well in a MESH laundry bag, that can then be hung on the student's hook in the hallway separate from other student's items. The mesh bag will allow for breathability.
- ALL rest items must go home EACH WEEK and be laundered for use again the following week.
- All students try to go potty and wash hands prior to rest.
- NO MASKS or face coverings will be worn during rest.
- Each student will have a rest mat (provided by STMP) labeled with their name, for their use only, each day they stay for rest time.
- Mats will be sanitized before and after rest time each day.
- Mats will be placed 6ft apart in the classrooms and will be placed in a head-to-toe orientation, when possible.

## **Outdoor Time**

- An outdoor recess schedule will allow classes to rotate so each class gets outdoor time.
- When indoors, windows will be opened to allow for more airflow, when possible.
- Physical distancing will be maintained as much as possible when on the playground.
- Each class will only be on the playground with members of their own class whom they've been with all day.

## **Pick-Up**

- Adult picking up will please wear a face covering.
- If possible, the same adult who dropped off will pick-up.
- Please call or text the STMP phone to let us know you are here to pick-up a student.
- Staff will help the student gather their things and will bring them to main doors of the preschool.
- Adult will sign student out. If possible, have a pen with you, to reduce shared items. STMP will also have pens available that will be sanitized between uses.

## **Closing/After Care**

- Closing Staff member will wipe down all common touch points in each classroom and throughout the school. i.e., Door handles, light switches, cabinet handles etc.
- After Care students will be picked up at the main entrance to the school. Please "enter" by going up the ramp, then "Exit" down the stairs- when possible
- Adult picking up will please wear a face covering.
- If possible, the same adult who dropped off will pick-up.
- Please call or text the STMP phone to let us know you are here to pick-up a student.
- Staff will help the student gather their things and will bring them to main doors of the preschool.
- Adult will sign student out. If possible, have a pen with you, to reduce shared items. STMP will also have pens available that will be sanitized between uses.
- If multiple After Care families are waiting to pick up, they will maintain a physical distance of 6ft from one another and be guided by markings going down the ramp.
- The student(s) and teacher will be in the designated After Care classroom until the school closes for regular hours at 4:30 or all students are picked up.

## **Confirmed COVID-19 Case or Exposure**

- If there is a confirmed COVID-19 case or exposure of a student or staff, the classroom they were in will be in quarantine.
- We will work with Jefferson County Public Health for guidance.
- Depending on the level of exposure and number of contacts, that classroom may be closed, or the school may have to close for a period of time designated by JCPH, potentially 2-5 days.
- After 24 hours, the classroom or school will be thoroughly cleaned, disinfected, and sanitized before reopening for class again.
- All individuals exposed will have to quarantine at home and monitor for symptoms for 7-10 days.

## **Isolation Room**

- If a student or staff shows symptoms of any illness, including COVID-19, they will be taken to the designated isolation room to await pickup.
- The staff will gather their things to take to the isolation room.
- A mask will be placed on the student and staff will take them upstairs to the isolation room.
- Staff member will stay with student until they are picked up.
- The isolation room is the small meeting room in the northwest corner of the fellowship hall, upstairs in the church. (For returning families, the fellowship hall is where we did indoor recess in the past.) The room will be marked with a sign.
- The isolation room can be accessed off the church's upper parking lot, on the opposite side of the building.
- Adult picking up the student can come to the northwest door, just off the memorial garden outside the building, to pick up their child. Staff member will meet them there.
- There will be a designated rest mat that stays in the isolation room, for the student to rest on while awaiting pickup.
- Staff member will clean, disinfect, and sanitize isolation room after use.
- \*If the ill individual is a staff member, their ability to get themselves home safely will be evaluated.