

Little Scouts Preschool COVID-19 Policies and Procedures

Daily measures staff will take to prevent the spread of COVID-19:

Staff will make sure that everyone is washing hands with soap and water regularly. If soap and water are not available, use alcohol-based hand sanitizer. (See: Enhanced Handwashing Procedure)

They will supervise children to make sure that they are washing their hands effectively.

They will supervise children when they use hand sanitizer and ensure that it is kept away from children's eyes, nose, and mouth.

They will clean and disinfect frequently touch surfaces every hour. Keep all cleaning and disinfecting solutions accessible to teachers and out of reach of children.

All staff will wear a mask.

Staff will ensure children over the age of two are wearing a mask as tolerated.

They will implement social distancing strategies and remind the children to distance to the best of the children's abilities.

Enhanced Daily Arrival and Departure:

At this time, one only parent/caregiver will be allowed into the building upon drop of/pick up. In addition to this, please be sure to socially distance yourself and your family to the best of your ability with all other families. Please wait 6 feet back from the doorway if there is already a family dropping off. Face coverings must be worn, and social distancing must be practiced at all times within the school.

1. Upon arrival at Little Scouts, please use hand sanitizer by the front door for you and your child.

2. Please check in on Brightwheel. You will be asked to complete the screening questions for your child and yourself.

3. Once cleared, please help your child change from their home shoes into their school shoes. Cubbies are in the hallway. Walk your child to the classroom door and lovingly and confidently say goodbye to your child. At this time, except for the Infant Room, parents are NOT allowed into our classrooms. Once your child enters the classroom, the teacher will take their temperature and will help them wash their hands at the sink.

At pick-up time, each person entering the school must fill out the LFHS visitor health screening. QR codes will be available at the entrance to Little Scouts to scan for easy access to the digital form. Once you fill out the google form, you will receive an email with a green check mark (Cleared to enter) or a red x (Not cleared to enter) A security guard will be on site to check for the “Cleared to Enter” green check mark that each individual who fills out the screening will receive.

All individuals entering the building at any time will fill out the LFHS Health Screening Form

- Including but not limited to: all staff, children, parent/guardian, cleaning staff, nurses, visitors, therapists, supportive service providers, and DCFS representatives.

During drop off and pick-up, there shall be no handshaking or physical contact between parents, staff, and other adults.

If you have received a red x, or are feeling unwell, please use the Brightwheel app to send a message to your child’s classroom, and we will help your child gather their things, and meet you outside.

Enhanced Handwashing Protocols:

- All children, staff, and volunteers should engage in hand hygiene at 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 handling animals or cleaning up animal waste
 - 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.

- Supervise children when they use hand sanitizer to prevent ingestion.
- Assist children with handwashing, including infants who cannot wash hands alone.
 - After assisting children with handwashing, staff should also wash their hands.
- Posters will be placed describing handwashing steps near sinks.
- Alcohol-based sanitizer will be placed at the entrance to every classroom.

Enhanced Plans to Ensure Safe Indoor and Outdoor Spaces:

- All soft plush toys that can harbor germs and cannot be readily cleaned have been removed.
- We will clean all high touch surfaces – including doorknobs, toys, phones, keyboards, computers, etc. – every hour or more often, as needed
- We will deep clean and disinfect areas used, equipment, and toys at the end of each day
- We will limit sharing of toys, and we will be sanitizing and disinfecting toys as often as is necessary.
- To the best of our ability, toys will be disinfected between children. When this is not possible, a toy may be pulled out of rotation until it is able to be sanitized.
- Toys or other items that are mouthed shall be removed for sanitizing immediately; teething toys shall be removed for sanitizing once discarded by a child
- Posted signage throughout the facility on ways to prevent the spread of germs
- Shoes will be left at school for school use only.
- Cots and Cribs will be placed 6 feet apart as space permits; if 6 ft is not possible cribs and cots will be separated with clear dividers.
- Playgrounds will only be used by one group of children at a time
- Playground time will be scheduled to allow 30 minutes between groups; if less than 30 minutes, playground equipment will be disinfected between groups
- To the extent possible, we will assign playground toys to classrooms
- Children may bring a personal use water bottle each day. Water bottles must be taken home each evening for cleaning/sanitizing.
- Children may not bring food from home.
- Children’s bedding (cot sheets) will be washed twice weekly. Clean blankets must be provided by parent/guardian and shall remain at the center for the entire week, not to

be taken in and out of the building nightly. Toys and stuffed animals from home are not allowed.

- Clear table dividers will be used while eating snacks and lunch. Infants and babies will be socially distanced at various tables or highchairs within their assigned classroom
- Each classroom has a Medify air purifier with a medical grade HEPA filter.

Enhanced Staffing Plan:

Two teachers will be assigned to each room maintaining ratio throughout the day. We will maintain the following required ratios as determined by DCFS COVID Policies:

- Infant: Maximum of 7 children (our rooms are licensed for 7)
- Toddler: Maximum of 12 children
- Two years old: Maximum of 12 children
- 3-5-year old's: Maximum of 15 children

Staff and Children will stay within their stable group daily.

At no time will classes combine.

Isolating Sick Children:

When a child demonstrates symptoms or signs of illness, the teacher will notify an administrator and plan for the child to be removed from the classroom.

The teacher will disinfect the classroom, paying especially close attention to areas where the child was sitting and playing.

The parent will be called and notified that their child needs to be picked up within 30 minutes.

The child will wait in our isolation area with a staff member.

A staff member will disinfect the isolation area after the child is picked up.

Isolating Sick Staff:

Staff must stay vigilant for symptoms and contact Director when they are feeling ill.

Arrangements will be made for room coverage and the staff member will go home.

If a child or staff member tests positive for COVID-19:

Symptoms of COVID-19

Fever (temperature greater than 100.4F/37C), chills, sore throat, runny nose, cough, shortness of breath, muscle aches, headache, vomiting and diarrhea.

- All cases will be reported to DCFS, IDPH, Lake County Health Department and all other governing agencies.
- An email reporting the exposure will be sent to all staff and families as soon as possible. Signs will be posted outside of classrooms, and notes will be distributed to each parent.
- We will work with Lake County Health Department to assist in contact tracing.
- Any child or staff member suspected of having COVID-19 or diagnosed with COVID-19 will not be allowed at Little Scouts.

If the child or staff member is diagnosed with COVID-19, he or she is not to return to the Little Scouts until ALL three of the following are met:

- Individual is free from fever without the use of fever-reducing medications for at least 72 hours.
- Individual's symptoms, including cough, have improved.
- It has been at least 10 days since the onset of the individual's illness.

If the child or staff member has symptoms of COVID-19 and it is determined by a medical provider that the individual likely does not have a COVID-19 infection, the child or staff member can return to Little Scouts if the following is met:

- No fever for 72 hours without the use of fever reducing medications
- Negative test for COVID-19 **OR** a note from a medical provider documenting no clinical suspicion of COVID-19 infection

The CDC recommends that any child or staff with close contact (within 6 feet for greater than 15 minutes) to a person suspected or diagnosed with COVID-19 be excluded from the Little Scouts for 14 days and monitored for symptoms. If symptoms develop, they are encouraged to be evaluated and tested for COVID-19. If they test positive, please notify Little Scouts immediately!