



le petit elephant

infant nursery ★ preschool ★ jrKindergarten

## **Social and Physical Distancing:**

- ★ Windows:
  - Please keep windows open at all times UNLESS the air conditioner is on. This will allow for better air circulation throughout the day
- ★ Activities:
  - When developmentally appropriate arrange activities in small groups of 1 to 2 children only and spaced out.
  - Activities using utensils (markers, brushes, scissors, doobers etc) are to be used by only one child and then placed to be sanitized.
  - Find creative ways to create distance for the children using tape, carpet squares, shape cut outs to have a visual for the children.
- ★ Transitions from classroom and outside:
  - Children are not to hold hands to transition to outside. A rope may be used and if used must be sanitized after each use.
  - When asking children to wait in line create a distance for each child to wait that is 6 ft apart if able to. Use creative ways for the children to see where to be.
- ★ Have the children get involved to create their own space area.
- ★ Give frequent reminders to the children and help guide them to social distance when it is available.
- ★ Staff must space themselves 6 feet apart as much as possible. This becomes a role model of social distancing for the children and keeps you safe.

## **Healthy Hygiene:**

- ★ Handwashing:
  - Each time a child enters the classroom their hands are to be washed. If the child is old enough to turn the water on and off the handles must be sanitized after each use. Follow posted handwashing strategy.
  - Staff are to wash their hands each time they enter a classroom. Follow posted handwashing strategy.
  - Sinks and handles will be sanitized after each use.
- ★ Toilet Use:
  - Each time a child uses the toilet it will be sanitized. This includes the seat and handle.
  - Each time a staff member uses a toilet it will be sanitized. This includes the seat and handle.
- ★ Diaper Changing:
  - Each diaper change a glove on each hand must be worn,
  - Wipes are to be placed within the diaper or on top of the diaper
  - Diaper shall be enclosed by the gloves when diaper change is complete.

- If you are not aware of how to enclose the diaper with gloves please ask a management team member to demonstrate for you.
  - Diapers may not be thrown into a garbage can without being enclosed first.
  - If necessary you can use the provided diaper plastic bag that LPE provides.
  - After each diaper change the changing pad and mat must be sanitized.
  - After sanitation of the diaper changing area you must wash your hands prior to doing anything else.
- ★ Coughing and sneezing:
    - Teach children to cough into their elbows. Staff should cough into their elbows.
    - Teach children to wipe their own noses. The child must wash their hands after each nose wipe. Staff are to wash their hands after each nose wipe.
  - ★ Items from home are no longer allowed to share with friends.
  - ★ All spare clothing items and shoes are to be clearly labeled with the child's name. These spare items will be kept in a wet bag and no longer available to be stored individually within a cubby unit.
  - ★ All soiled clothing on a child is to be changed out immediately and placed in a wet bag provided by the parent
  - ★ Face washing:
    - When a child needs their face to be washed, a wet wipe will be used and disposed of immediately. Staff members are to wash their hands after each individual face wash.
  - ★ Masks: must be worn at all times when with children and other staff members. You may choose to not wear a mask while on rest/meal breaks when you're able to social distance properly from staff and children.

### **Examine the Environment:**

- ★ Toys:
  - When toys are mouthed by a child when the child is done with that toy it is to be immediately removed to be sanitized.
  - Remove items that are of high risk such as cloth items. If they are used they are to be sanitized at the end of each day
- ★ Circle Time:
  - Plan circle activities with social distancing in place.
  - Provide a time to talk about social distancing and why.
  - Be a good role model for the children during this time.
- ★ Outside Time:
  - When a child mouths an item, when done the item needs to be removed and sanitized.
  - Classrooms will not be allowed to mix while outside.
  - Each classroom will sanitize the playground after the use. You will then place the Green Card on the gate to show the next class that the playground has been sanitized. IF you are unable to sanitize the playground the RED Card shall be placed on the gate and that classroom needs to let the management team know immediately.

## **Meal Times:**

### ★ Infants:

- Children are to have designated feeding areas.
- High chairs shall be placed 6 ft apart.
- High chairs are to be fully sanitized after each use. This includes trays, sides and seats.
- All food is to be fully labeled with the child's name.
- All bottles are to be fully labeled with the child's name.
- LPE will NO LONGER PROVIDE SPARE eating items such as forks, spoons, cups, bowls and bibs.
- Warming devices shall be sanitized immediately if there is a spill of contents.
- While feeding a baby if milk is spilled onto the staff members clothing, the shirt shall be removed and placed for cleaning immediately. If your bare skin has been exposed during a feeding you are to wash the area thoroughly prior to returning to the children.
- Sippy cups are to be clearly labeled and outside sanitized after each use.
- Sippy cups will be sent home each day

### ★ 12 months and older:

- Children should have a designated space with social distancing in mind
- LPE will not provide spare eating items such as forks, spoons, bowls and bibs for meal times.
- LPE will continue to provide metal cups for the use of water. The cups are to be filled and refilled by a staff member only.
- Cups are to be clearly labeled.
- Cups are to be sanitized after each use

## **Napping Procedures:**

### ★ Infants:

- Cribs will be 3 feet apart for plexiglass sides and 6 feet apart for soft sides at all times
- Infants will not sleep in arms of a provider other than the amount of time it requires to get the infant to sleep and then transferred into designated crib
- Infants are not allowed to sleep in swings or any other devices. They are allowed to fall asleep in them but transferred within a 10 minute window to designated crib
- Bedding will be immediately removed if soiled and placed into a sealed wet bag provided by parent
- Bedding will be removed each evening and the crib will be completely sanitized. This means mattress, sidewalls and railings of crib

### ★ 12 months and older:

- All mats are to be placed 6 feet apart.

- Children are to be placed head to toe on the mats not head to head.
  - Bedding will be immediately removed if soiled and placed immediately into a sealed wet bag provided by parent
  - Sheets are to be removed after each use and mats are to be sanitized on both sides
- ★ Each crib or mat will be labeled with the child's name

### **Staff Meal Breaks/Rest Times:**

- ★ Staff Bathrooms must be sanitized once used. This includes sanitizing the toilet seat and handle, the sink bowl and handles.
- ★ Staff using items in the kitchen must sanitize the surfaces they use such as the microwave, sink and refrigerator handles.
- ★ When using the break room staff should try to social distance themselves as much as possible.
- ★ Rest periods and meal breaks may not be taken within a classroom setting. Staff members have to exit the classroom for the rest period/meal break.