

Health & Safety Guidelines for ECCEC Operation during COVID-19 (updated 9.9.20)

Enclosed in this document we have established guidelines, procedures and policies to use best practices to keep students, staff and families safe and healthy during the current coronavirus pandemic while beginning our new school year.

HOURS OF OPERATION

*ECCEC will adapt hours to add time for extra cleaning at the end of each day. We will be open from 7:30am-5:00pm. Due to a very small percentage of children that arrive at 7:15am, the start time will now be 7:30am. This began during our summer program. Our afternoon staff work until 5:30pm, having pick up by 5pm will ensure time for them to properly put away items and clean/disinfect before going home.

DROP OFF

*All families must enter through one bank of doors: Main Entrance: Lower South Lobby. Weather permitting the doors will be propped open to minimize contact with door handles.

*We will have hand sanitizer stations placed at entry for adults and children to use upon entering.

*Signage will be posted to encourage and remind people to social distance during this time of day, as well as show one-way traffic patterns to minimize people from crossing paths.

***Health screen** stations will be set up in lobby for parent to complete the health screen for their child/children. Parents will have access to the form in case they want to complete it at home in the morning before they arrive. Parent must be able to answer "NO" to questions on the form as well as record child's temperature. Any child registering at 100.4F or higher will not be permitted to attend class until fever has been gone for 72 hours. To ensure each child has been screened, **parents will hand the paper to the classroom teacher for admittance to the classroom.**

*Parents will help child put belongings on his/her assigned hook, check in on closest kiosk to class after sanitizing hands and drop off child at the door of his/her classroom.

*Parents will be asked to wear a mask while in the building. Children are not required to , unless there is a state-wide mandate to follow.

*Teachers are currently wearing masks, but may take them off for main teaching presentations provided children are seated 6ft. back. Once mask mandate is lifted, the greeting teacher will wear a mask as she is receiving children from the parent/guardian and monitor to help parents not cross the threshold of the classroom door. Co-teacher that is engaged with children in the classroom will not be required to wear a mask.

*Must hand health screen paper as the "ticket" into the classroom. Upon entering the classroom child will wash hands before engaging in any activity.

*Students scheduled before 8:30am will be part of our extended day program and will be dropped off in B-134. They will have hooks outside the B133-134 classroom. One of their classroom teachers will pick them up from the opening room at 8:30am. Children scheduled from 9am-1pm will be able to be dropped off at their classroom as early as 8:40am to help stagger and allow more time for drop off.

PICK UP TIME

*Children scheduled for preschool only (9am-1pm) will be picked up from their classroom. Parents will be asked to follow established routes to their child's classroom. **Pick up can begin at 12:45pm and will extend until 1:15pm to reduce total number of people in the halls.**

*Parents will be asked to socially distance in pick-up lines and wait for their turn to receive the child from his/her teacher at the classroom door.

*Parents will need to sanitize hands prior to using kiosk to check out.

*Foot traffic will be designated as one-way hallways flowing into respective wing and out through barn doors into lobby area.

*Extended day students will be picked up from either the playground (weather permitting) or from the closing room B-134, the same room they were dropped off in.

OTHER PRECAUTIONS AND PROCEDURES

*Face-to-face interaction with other classes will be limited. If classes are scheduled to be outdoors at the same time, the playground will remain divided to keep classes from mingling.

*Students will eat lunch in their classroom rather than eating in the lunchroom to keep classes from mingling.

*Handwashing will be done both before and after eating.

*Tables will continue to be disinfected both before and after snack and lunch. Chairs will be spaced out and each child will have a placemat to help keep children's lunch items separate.

*When gym and/or indoor recess room are used, equipment will be disinfected by teaching staff prior to another class entering.

*Extended day children will rest/nap in the B100 quad to allow adequate spacing between cots as well as free up preschool classrooms to be cleaned/disinfected.

*Teachers will complete their weekly planning in their classroom rather than the shared space in the Resource Room.

*Teachers use Thieves cleaner, a non-chemical cleaner throughout the day to clean toys, tables, and high traffic surfaces.

* Children experiencing symptoms or developing fever will be removed from group and sent home. We use Elmbrook's isolation room in A201 if a child becomes ill during the day. An office staff member will stay with child in isolation room until the parent arrives and will wear PPE while with the child.

*Our normal Parent boards to communicate information to our families will not be used. We will transition all information to our Shutterfly Class Share Sites. This will help parents from congregating and lingering in the halls. Please be sure to contact us if you are having trouble with the share site.

*Our Schoolcast communication system will be used to text out information if there is a positive case of COVID in a classroom to ensure families receive the notice in a timely fashion.

*Using the CDC guidelines (a person being within 6 feet or less for a time period lasting 15 minutes or longer of exposure) given there were to be a positive case, any exposed staff and children would need to self-quarantine and monitor for symptoms for 72 hours. This would mean the classroom affected will be closed during this time period. Students and staff without symptoms could return to class after 3 full days (72 hours). If any other cases occur, that time will be extended.