



Updated: 10/13/2020

## Enhanced Risk Management Plan (ERMP)

Governor Pritzker announced Restore Illinois, a comprehensive phased plan to safely reopen the State's economy. Under Restore Illinois all licensed day care programs must comply with the requirements. The hours of operation during this season will be 7:00am-5:30pm, Monday through Friday. We would like to give classrooms additional prep time at the beginning of the day and sanitation time at the end of each day.

### Drop off

#### WRIGHTWOOD

- Brainy Baby Classroom (for infants 6weeks-18 mo) students will use the middle entrance door which leads directly into your child's classroom for pick up and drop off.
- Tinkering Tots (15mo-age 2) and Remote Learning (Ages 4-6) will use the East Entrance door for pick up and drop off.
- Learning Rockets & Kinder Prep (ages 2-5) will use the West Main Entrance door for pick up and drop off.

#### FULLERTON

- Superstars Classroom (ages 2-5) will use the main entrance door for pick up and drop off. If children are in the yard in the afternoon then pickup can be through the rear gate.
- Explorers Classroom (15 mo - age 2) will use the corresponding door for their classroom.
- Small Wonders (6weeks - 15 mo) will also use the main entrance.

### Screening procedures

- **EVERYONE entering the building will need to wear a mask.**
- **EVERYONE entering the building will be required to fill out a myMedBot survey every morning.**
- Parents will only be allowed to enter up to the gated area at each entrance.
- Upon entering the building, parents will need to sanitize hands before signing in their child.
- A teacher will meet you at the gated area to receive your child. Teachers will take your child to put away their belongings and handwash.
- Parents will be required to send a HiMama message at least 10 minutes prior to drop off and at least 10 minutes prior to pick up in order for us to be ready to receive your child or prepare them for departure. **With the changing weather conditions, it is crucial that you send a message. This will help ensure a smooth drop off and pick up transition.** It will

be important for your drop off and pick up schedule to remain consistent throughout this time as it will directly affect our staffing needs.

### **Staff will...**

- greet the child and parent
- take the child's and parent's temperature
- look at child and face and screen for any signs of illness
- ask parents the following
  - *Have you completed the myMedBot survey?*
    - *myMedBot screening questions are located on page 4 of this document.*
- remove child's shoes and switch into indoor shoes
- wash child's hands

### **Daily health checks**

Daily temperature checks shall be conducted on any person entering the facility. The children's and staff's temperature will be recorded on a daily log upon arrival. Persons with a fever of 100.4 or above will not be admitted. Any persons who display signs of illness (cough, running nose, fever) will not enter the facility.

Staff will stay home if they are experiencing the following symptoms: Fever, cough, sore throat, loss of smell or taste, diarrhea or shortness of breath,.

Staff will not allow any child to come in who is coughing or has any other said symptoms unless they have a doctor's note. **No Exceptions.**

Visitors will not be allowed to enter the building past the entrance unless absolutely necessary. This will be determined by the director onsite.

### **Cleaning Procedures**

- The Little Einsteins team is continuing the use of bleach spray to disinfect and sanitize all areas surrounding areas, etc.
- We are performing daily checks on soap and sanitizer in classrooms, restrooms, and common areas. of the school. We regularly clean commonly touched surfaces throughout the day, including railings, door handles, light switches, bathroom/diapering surfaces, water fountains, sinks and
- Staff have been provided with masks and will wear them throughout the day. We encourage parents to help children ages 2-5 to practice wearing masks.
  - If your child has forgotten their masks or it has gotten soiled, we have disposable masks onsite as well.
- We strongly encourage our community to continue practicing good health habits, including washing hands with soap and water **for at least 20 seconds;** keeping fingers away from eyes, nose, and mouth; covering coughs and sneezes **with elbows** or tissue (disposing tissues in proper containers immediately after, washing hands properly.
- An outdoor schedule has been generated. Each classroom has a designated time slot. Sanitizing procedures will occur in between outdoor transition.

We would like to thank you for your continued understanding and cooperation. We are hopeful that things will return to normalcy soon. If you have any questions or concerns, please do not hesitate to contact us.

## Communication plan

If COVID-19 is confirmed in a child or staff member:

- Close off areas used by the person who is sick.
- Open outside windows and turn on ventilation fans to increase air circulation in the areas.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- We will close the classroom where the case was identified for 10 business days to allow for symptoms to arise in persons who may be infected as well as undergo testing.
- Parents will be notified if any children were sent home due to a communicable illness

*Tuition will not be refunded in the event that this occurs. We will also contact our local health department and act accordingly.*

## **PPE Operational Plan**

Each staff member has been provided with two facial masks. All staff members are required to wear a face mask or face shield at all times. Staff is responsible for carrying a second face covering in case their facial cover gets contaminated.

Staff are required to have a minimum of two sets of scrub tops and pants. At the end of every shift, smocks and scrub uniforms must be taken off and placed in the corresponding hamper. Smocks and scrubs will be washed on site.

Floater in the infant room must wear a smock over their scrubs. They must be removed and placed in the hamper once they exit the infant room.

### List of supplies\*\*

- Hand sanitizer
- Bleach
- Hand soap
- Wipes
- Extra mask/ face shields
- Extra smocks
- Gloves
- First aid supplies
- Batteries (for thermometer)

\*\* Replenish on the last bottle or box

Items will be stored in a room temperature, dry area. Floaters will check and restock items before the end of the day.



# Entry Questionnaire

1. Have you or anyone in your household anyone tested positive for Covid-19 in the last 14 days?
2. Have you been in contact with anyone who has tested positive for Covid-19 in the last 14 days?
3. Do you or anyone in your household have any of the following symptoms:
  - Fever (101.4 or higher)
  - Shortness of breath or cough
  - Sore throat
  - Vomiting, or diarrhea
4. Has your child taken any ibuprofen, acetaminophen or any other medicine in the last 8 hours?
5. Have you or anyone in your household traveled to a quarantine state in the last 14 days?
6. **Staff** - 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.
7. Conduct Temperature Check on Parent and Child
8. Have parent sanitize hands and sign child in
9. Log Temperature of both
10. Take Child to hand wash