



# FIRST PRESBYTERIAN PRESCHOOL

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## COVID-19 Policies and Procedures

The safety of our children, teachers, and families is paramount. These following policies and procedures are designed to help parents understand our responsibilities, and their own role. We will always be working hard to keep COVID-19 out of our Preschool. Recognizing there is no way to 100% guarantee this, we also have policies set up to help track and minimize the risk of spread should the virus enter the school.

### Preventing the Spread of COVID-19

Any employee or child who has any of the following new or worsening signs or symptoms of possible COVID-19 will be sent home or not admitted for the day:

- cough
- shortness of breath or difficulty breathing
- chills
- repeated shaking with chills
- muscle pain
- headache
- sore throat
- loss of taste or smell
- diarrhea
- feeling feverish or measured temperature greater than or equal to 100 degrees F
- known close contact with a person who is lab confirmed to have COVID-19

### Daily Actions for all staff.

- Wash hands with soap and water regularly. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.
- Supervise young children to ensure they are effectively washing their hands.
- Supervise young children when they use hand sanitizer. Keep it away from eyes, nose, and mouth.
- Clean and disinfect frequently touched surfaces. Keep all cleaning and disinfecting solutions accessible to teachers but out of reach of children.
- All staff will wear a mask or face shield.
- Ensure children are wearing a mask.

### **Isolating Sick Children**

- When a child demonstrates symptoms or signs of illness, one of the classroom teachers will notify the Director, so the child can be removed from the classroom.
- The teacher(s) will disinfect the classroom.
- The Director will notify the parent/guardian to pick up their child as soon as possible.
- The child will wait in our isolation area in the (our Satellite classroom/Director's office) with the Director until their parent arrives.
- If a sick child has been isolated in our facility, the Director will clean and disinfect surfaces in the isolation area after the sick child has left the building.

### **Isolating Sick Staff**

- Staff must stay vigilant for symptoms and contact an administrator when they start to feel sick.
- The Director will call for a substitute.
- A sick staff member will be sent home.
- If an employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.

### **Ensuring substitutes are available in the event staff members become sick**

1. The sick staff member must notify the Director.
2. The Director will schedule a substitute to cover the sick staff members hours.
3. Substitutes will consist of current staff members that have not returned to work.
4. Designated Directors will act as a substitute if the Executive Director is to become sick.

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

- The Director will report all positive cases to DCFS.
- An email reporting the incidence of exposure to staff and families while maintaining privacy will be sent as soon as possible.
- The Director will assist the local health department with contact tracing and monitoring of absenteeism among children and staff. An absentee log will be kept by the Director.
- The Director will notify IDPH, CDC and the local Licensing Office immediately upon being informed of exposure to COVID-19 by telephone and follow-up in writing to the local Licensing Office.
- The Director will work with the local health department to determine the need for facility closure.
- Where appropriate, notify employees and families who have been exposed.
- Any child or employee who has had close contact with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/ most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be alert for symptoms by watching for fever, cough, or shortness of breath and taking temperature if symptoms develop.

- Any child or staff member suspected of having COVID-19, diagnosed with COVID-19 shall be excluded from the day care center until written documentation is provided by the child or staff's physician that the child is no longer communicable and may return to day care.

### **Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility**

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms and common areas used by the ill persons, focusing especially on frequently touched surfaces.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

### **FACE COVERINGS MUST BE WORN AND SOCIAL DISTANCING MUST BE PRACTICED WHEN WAITING TO ENTER THE BUILDING**

**Daily health checks for all children, caregivers, staff, and visitors including:**

#### **Arrival and Departure Procedures - Parents are NOT to Enter the Facility**

The Director will conduct **symptom checks** and **temperature checks** of all staff before they enter the school.

#### **Staff Arrivals:**

1. Staff must have their temperature taken by the director on duty using a touchless thermometer.
2. Wash hands before entering their classroom
3. Review the wellness questions located next to staff white board in the work room outside the Director's office. If you answer yes to any of the questions, notify the director.

#### **Staff Departures:**

1. Staff will take temperatures before leaving the school for the day.

#### **Front Door Child Drop-Off For Explorer and Discovery:**

At this time, only one family at a time will be allowed to drop-off. Parents, children and staff must wear a mask. In case of rain, drop-off will be inside the vestibule.

1. Upon arrival, the child's temperature will be taken with a "touchless" thermometer by the director on duty or the head co-teachers.
2. You will be asked a series of wellness questions.
3. Please lovingly and confidently say goodbye to your child.
4. Your child will be escorted to their classroom by one of the classroom teachers. In case of rain, drop-off will be inside the vestibule.

#### **Car line drop off for Voyager and Odyssey:**

1. As each car arrives, the head co-teacher will take the child's temperature inside the car using a touchless thermometer.
2. You will be asked a series of wellness questions.

3. Your child will exit the car and join their teachers either on the playground (Voyager) or on the stairs inside Chapel Door (Odyssey).

#### **Car line pickup for Explorer and Discovery:**

1. The children will be outside on the playground for pick up.
2. As their parent/caregiver arrives, they will be escorted by a teacher to the car and assist in helping them up into the backseat.
3. Parents are asked to pull up and secure their child into their car seat.
4. In the event there is inclement weather the alternate pick up location will be the church doors in the Sheridan Road Parking lot

#### **Car line pickup for Voyager:**

1. The children will be picked up from the Preschool Side Door.
2. As their parent/caregiver arrives, they will be escorted by a teacher to the car and assist in helping them up into the backseat.
3. Parents are asked to pull up and secure their child into their car seat.

#### **Car line pickup for Odyssey:**

1. The children will be picked up from the Chapel Door of the Church.
2. As their parent/caregiver arrives, they will be escorted by a teacher to the car and assist in helping them up into the backseat.
3. Parents are asked to pull up and secure their child into their car seat.

**\*\*If a child or staff member present a fever of 100.4 degrees or above they will not be allowed to enter the school and will be sent home.**

### **Classroom & Office Procedures**

#### **Hand Washing Procedures**

- Hands are effectively washed at regularly scheduled intervals throughout the day which also include their arrival at school, before and after eating, after using the restroom and blowing their nose.
- Warm water (no colder than 60 degrees F) and soap must be used.
- Hands must be rubbed vigorously for at least 20 seconds, including the backs of hands, between fingers, under nails, and under any jewelry.
- A disposable paper towel should be used to dry hands.

#### **Frequently sanitize all high-touch surfaces as recommended in CDC guidance**

- Teachers will continue to regularly clean and sanitize classrooms paying special attention to commonly touched surfaces such as toys, tables, faucet handles, toilets, door knobs, handrails, etc.
- Administrative staff will continue to regularly clean and sanitize frequently touched surfaces in the offices and kitchen such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

## **Face coverings must be worn:**

- In hallways and when entering/exiting the facility for all persons over age 2.
- In classrooms for children over age 2 to the extent practicable.
- In classrooms for staff
- During outdoor play, face coverings for children and staff are optional.

## **Program Considerations**

- Children will be provided the opportunity to play with a variety of toys and classroom materials.
- For the time being, children will not bring cuddly toys or blankets from home. A change of clothing should be placed in a clear zip lock bag, labeled with the child's name and placed in their backpack for the day.

## **Dining Considerations**

- Children will eat while physically distanced from each other.
- Children will be served pre-packaged snack.
- Staff, while wearing gloves, will pour water from small pitchers into disposable cups.

## **Recommendations/State requirements for Child Care:**

- For the time being, and to the extent possible:
- Group sizes are limited to 12 children in Explorer and 14 in Discovery and 15 in Voyager and Odyssey.
- Children shall not change from one group to another.
- Each group shall be in a separate room.
- Groups shall not mix with each other or use common areas that haven't been fully disinfected beforehand.
- Teachers will remain with one group of children.
- Separate sick children from others and/or give them a mask to wear until they can go home.
- Require physical examinations for children and staff as per licensing guidelines
- A 60-day grace period will be allowed for obtaining documentation of physicals (30 days for new staff)

## **Products Used to Manage Health & Safety**

- Clear signage advising people not to enter the facility before temperature is taken or without wearing a mask.
- "Touchless" thermometers are used daily to check temperatures of every child and teacher.
- Hand sanitizer station in the vestibule of the church, outside each classroom door and inside each classroom.
- Weather permitting, windows will be open.

- All school staff are expected to wear a face shield and children are expected to wear a mask.
- Playground Equipment will be cleaned and sanitized between groups with bleach water. (1/4 cup bleach to a gallon on water).

## **Personal Protective Equipment (PPE) Plan**

### **Storage of PPE**

All PPE will be stored in or on the shelves just inside the Janitors closet at the end of the Preschool Hallway.

### **PPE Supply List and Reordering Plan**

At minimum our PPE supply list will include 8 boxes of gloves, 30 adult sized masks, 10 adult face shields, 30 children's sized masks and 10 protective gowns/coats. When supplies near these numbers, the Church Administrative Assistant will place an order with their weekly food/supply order that is placed on Mondays.

### **PPE Supply Inventory**

The Director will perform a weekly inventory of all PPE supplies on Fridays.

### **Staff PPE Notification and Training**

All staff is notified prior to returning to work of the location and proper use of PPE verbally by the Director and by reading the policies and procedures, Illness, Allergies, Notifications, Etc.

- Children who have recovered from a basic illness should remain at home for 2-additional healthy days and take a bath or shower in the morning before returning to school.
- Students or teachers with any signs of illness (persistent runny nose, coughing, fever, etc.) will not be allowed at the preschool without a doctor's note.
- The Director will check the temperature of every teacher daily. Along with the head co-teacher's in each class will assist in daily temperature checks of the children. Any child who shows up with and/or develops any symptoms of a potentially transmitted illness will be separated from the class and sent home. The child will not be allowed to return for up 14-days\* unless an official doctor's clearance note (must reference the specific symptoms) is provided. Reduced separation time will be solely at the discretion of the Executive Director.
- Children with seasonal allergies will be required to provide a doctor's note confirming the child has known seasonal allergies, and the parent will be required to notify the Executive Director or head co-teachers at drop-off each day the allergy symptoms are present.
- Parents and teachers must immediately notify the school via email if they or anyone in their household develops signs of a respiratory illness (e.g. cough, sore throat, shortness of breath) and/or fever.
- If anyone in the household, or person they have been in close contact with, is positively diagnosed with COVID-19, immediately notify the school via phone or email.

- If an infected person has been in the classrooms, we will notify all families immediately and will follow recommended guidelines.

### **Parent Responsibilities**

- Before returning to school, children should take a shower/bath before coming to school.
- Children should wear clean clothes each day.
- If your child is at all not acting like his/her normal self, parents should take the child's temperature before leaving for preschool and should strongly consider keeping them home regardless.
- Parents will notify the school if their child develops a fever outside of school. **Parents will not send their child to school if their child has had any fever reducing medicine in the past 48-72 hours.**

### **Families must immediately notify the Preschool if someone in the house tests positive or if the child has been in close contact with a positive case.**

- For the time being, parents are restricted from entering the preschool building (some exceptions may apply).
- One adult per family is encouraged to be responsible for the daily drop-off and pick-up.
- Upon arriving home, children should, at minimum, change their clothes and wash their hands.
- Parents will follow our "when to stay home policies".
- Parents must immediately notify the center by email or phone if their child develops any illness symptoms.
- Verbally with staff complete a daily wellness intake questionnaire at drop off.
- Parents will provide 2 face coverings /masks the child is comfortable wearing and be laundered after each school day.

### **Travel Safety:**

- Parents who have had anyone within their "bubble" travel on an airplane should notify the school in writing, so we can keep an extra eye out for possible development of symptoms and should consider keeping the child home for 5-days as an added precaution to the other families.
- Parents returning from travel to areas with community spread of COVID-19 must follow guidance they have received from health officials. Any parent returning from a CDC Level 3 area must notify the preschool in writing and the child should be kept home for 7-days\* Students and teachers who have traveled to a CDC Level 3 area will be excluded for 14-days. A parent who travels to a CDC Level 3 area and does not notify the preschool in writing may forfeit their child's space at preschool, with no refund issued.

**Other Safety:**

Everyone understands that there is some level of risk involved in all activities whether it be going to the grocery store, going for a walk, or going to preschool. While we have several precautions, we do not expect that young children will be able to effectively maintain "distance" from the other children in their small group. Young children also need help occasionally with their shoes, jackets, etc. Young children also need comfort when sad, injured, etc. While our preschool teachers will generally not initiate hugs, it is expected that children will need hugs at times and thus there will be some physical contact between teachers and children. To the extent possible our teachers will remain with the same groups of children. However, there will inevitably be times when the teacher is out sick, etc. and a substitute teacher will step into cover them.

1. Children will continue to be loved and comforted. Teachers will progress through the following stages of comfort depending on the child's need or situation:
  - Eye contact and warm soothing voice
  - Light touch to the arm
  - Side hug or sitting on lap child's back to front
  - Holding
2. Staff will break physical distancing to care for hurt or sick children.
3. Staff will use the entrances and exits designated by church facilities to limit contact with other people in the building.