



Covid-19 Policies and Procedures¹

These policies and procedures will be followed to the extent possible and will be adjusted as we receive updated recommendations. The costs in safety-related measures were not in our budget. We'd appreciate your help. If you can, please donate at www.hpcommunity.org.

[Preventing the Spread of COVID-19](#)

[Daily Actions for all staff.](#)

[Isolating Sick Children](#)

[Isolating Sick Staff](#)

[Ensuring substitutes are available in the event staff members become sick](#)

[If a child or staff member tests positive for COVID-19](#)

[Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility](#)

[Daily health checks for all children, caregivers, staff, and visitors including:](#)

[Arrival and Departure Procedures - Parents are NOT to Enter the Facility](#)

[Staff Arrivals:](#)

[Staff Departures:](#)

[Front Door Child Drop-Off:](#)

[Curbside pickup:](#)

[Classroom & Office Procedures](#)

[Hand Washing Procedures](#)

[Frequently sanitize all high-touch surfaces as recommended in CDC guidance](#)

[Face coverings must be worn:](#)

[Program Considerations](#)

[Recommendations/State requirements for Child Care:](#)

[Products Used to Manage Health & Safety](#)

[Illness, Allergies, Notifications, Etc.](#)

[Parent Responsibilities](#)

[Travel Safety:](#)

[Other Safety:](#)

¹ updated 7/14/2020

Overview

The safety of our children, teachers, and families is paramount. The 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 school. 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.

Because the grouping method allows for children within each group to intermingle, all stakeholders, especially parents and staff, must be aware that their actions play a critical role in reducing the risk of infection transmission in our school community.

Preventing the Spread of COVID-19

Daily Actions for all staff.

- Teachers with long hair are asked to wear a ponytail or other updo.
- 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.
- Ensure children are wearing a mask.
- Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.

Isolating Sick Children

- When a child demonstrates symptoms or signs of illness, the teacher will notify an administrator, so the child can be removed from the classroom.
- The teacher will disinfect the classroom.
- An administrator will notify the parent/guardian to pick up their child as soon as possible.
- The child will wait in our isolation area in the lobby with an administrator until their parent arrives.
- If a sick child has been isolated in our facility, an administrator 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.
- An administrator will call for a substitute.
- A sick staff member will be sent home.

- If 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 scheduler.
2. The scheduler 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 substitutes if the Executive Director or Assistant Director become sick.

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

- The Executive 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 Assistant 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 Assistant Director.
- The Executive 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 Executive 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'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, common areas, shared electronic equipment (such as tablets, touch screens, keyboards, remote controls, and ATM machines) 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 and/or the Assistant Director will conduct **symptom checks** and **temperature checks** of all staff and children before they enter the school.

Staff Arrivals:

1. Staff must have their temperature taken by the director on duty using a touchless thermometer.
2. Use hand sanitizer before signing in.
3. Review the wellness questions located next to the staff binder. If you answer yes to any of the questions, notify the director on duty.
4. Sign in on your time sheet in the staff binder.

Staff Departures:

1. Staff must use hand sanitizer before signing out.
2. Sign out on your time sheet in the staff binder.

Front Door Child Drop-Off:

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.
2. The director on duty will spray the child's shoes with an alcohol based sanitizer.
3. Review the list of wellness questions located next to the clipboard, if you answer "yes" to any of the questions; please notify the director on duty.
4. Please use hand sanitizer and then sign in your child.
5. Please lovingly and confidently say goodbye to your child.
6. Your child will be escorted to their classroom by the Director or Assistant Director. In case of rain, drop-off will be inside the vestibule.

Curbside pickup:

For the time being, we will offer curbside pickup. Parents and guardians are responsible for assisting their child in entering the car. In case of rain, pick up will be inside the vestibule.

1. Call the preschool phone at (847) 432-3301 when you arrive. Be patient as it may take some time to bring your child to you as we prepare your child at pickup time. **Do not enter the building.**
2. A staff member will bring your child to you.
3. The director on duty will spray an alcohol based sanitizer on your child's shoes.

4. Please use hand sanitizer before signing out your child.

Classroom & Office Procedures

Hand Washing Procedures

- Hands are effectively washed at regularly scheduled intervals throughout the day which also include 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

- Whenever practical, we will spend the majority of time enjoying our outdoor play spaces. When inside, we will keep windows open to create increased air circulation.
- Children will be provided the opportunity to play with a variety of toys and classroom materials that they will keep in individual “play boxes/baskets”.
- For the time being, children will not bring toys or backpacks from home. A change of clothing should be placed in a clear zip lock bag, labeled with the child’s name.
- Cot sheets and school blankets will be laundered daily by school personnel.

Dining Considerations

- Individual breakfasts, lunches and snacks will be served to alleviate cross contamination during meal times.
- Students will eat while physically distanced from each other.
- Staff, while wearing gloves, will pour water or milk from small pitchers into disposable cups.
- Reusable water bottles are **not** allowed at this time.

Recommendations/State requirements for Child Care:

For the time being, and to the extent possible:

- Group sizes are limited to 12 children per 2 year old classroom or space and 15 children per 3-5 year old classroom or space.
- 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.
- "Touchless" thermometers are used daily to check temperatures of every child and teacher.
- Hand sanitizer station in the vestibule.
- Whenever reasonably possible, children will spend the large majority of their day outdoors in our play areas.
- The classrooms are ventilated by our carbon dioxide exchangers which bring fresh outside air into the classroom throughout the day. In addition to the exchangers, weather permitting, windows will be open.
- All school staff and children are expected to wear a mask.
- Outdoor partitions allow us to designate sections of our outdoor play areas so multiple groups of children can enjoy it.
- Many "hard to clean" items (e.g. fabric dress-up supplies, plush animals, rugs) have been removed.

Personal Protective Equipment (PPE) Plan

Storage of PPE

All PPE will be stored in or on the filing cabinet just inside the Gross Motor Room.

PPE Supply List and Reordering Plan

At minimum our PPE supply list will include 8 boxes of gloves, 30 adult sized masks and 30 children's sized masks, 2 face shields, 10 protective gowns/coats. When supplies near these numbers, the Assistant Director will place an order with our weekly food/supply order that is placed on Mondays.

PPE Supply Inventory

Assistant 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 Executive Director and Assistant 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 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 Executive Director or Assistant Director will check the temperature of every child and teacher daily. 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 Assistant Director 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.
- Children with long hair should wear hair up (e.g. in a ponytail).
- 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 day care 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.
 - No clogs or flip flops please.
 - Parents will provide 2 face coverings /masks the child is comfortable wearing to be kept and laundered at school. *
- * If these responsibilities pose a financial hardship, please contact Lisa Adelmund.

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:

Unfortunately, it appears highly likely that COVID-19 will not go away anytime soon. With that in mind, we will all eventually return to school whether it be in the Summer or Fall.

Science has demonstrated that children who carry and transmit COVID-19 may have very few, if any symptoms. Because of this, if an asymptomatic adult infects a child and that child enters a child care facility with no symptoms, there is a risk of that child transmitting the virus to others in the facility, both children and staff. COVID-19 can lead to severe illness, personal injury, permanent disability and death. At this time it appears this virus is transmitted by larger droplets, like from a cough or sneeze.

Current evidence indicates it is not airborne through long distance. However, it can survive up to a few days on various surfaces so frequent environmental cleaning is important.

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 needs to take a break, is out sick, etc. and a teacher will step in from another group to cover them.

I have read the COVID-19 Policies and Procedures. I agree that participating in HP Community programs or accessing our facilities could increase the risk of contracting COVID-19. HP Community Early Learning Center in no way warrants that COVID-19 infection will not occur through participation in our programs / by accessing our facilities. Like with anything, we must all weigh the risks and assess our individual comfort levels.

 Parent/Guardian Signature Best phone # to reach you Date

 Parent/Guardian Signature Best phone # to reach you Date

EMERGENCY CONTACTS & RELEASING OF CHILDREN:

In case your child becomes ill at school, we will need the child to be picked up within 15 minutes. Please list the best number to reach you. If we cannot reach you, please list the names and phone number of someone that can pick your child up quickly.

Name of Adult	Relationship to Child	Phone	May we release the child to this person?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No