

Policy and Procedure Covid-19 Updates

Because of the recent development with Covid-19 Our Saviour preschool has made policy and procedure changes following the KDHE reopening guidelines. These changes have been implemented to insure a healthy and safe environment for our students, families, and staff.

Policies and Procedures

Drop off: At arrival, you will pull up one car at a time waiting for the car before you to completely exit before entering designated drop off area, if teacher is not waiting at the door you will call Mrs. Donna at 816-868-4772. Then the parent/guardian will exit car and take your child to the preschool entrance. We ask that any adult exiting car have a mask on. The teacher or assistant will meet you and follow the entry procedure below. There will be a checklist kept by the door.

Pick Up: Cars will line up to enter one at a time. As the designated spot opens please park and exit car to pick up child at the door. Teacher/assistant will bring your child out of the building.

Entry procedure: (as required by Wyandotte county Health Department)

Screening Procedure

1. Temperature check: Temperature must be lower than 100.4 degrees. Individuals who have a fever or other signs of illness will not be admitted.
2. Does student show sign of any of the following symptoms:
 - Cough
 - Shortness of breath/difficulty breathing
 - Sudden loss of smell or taste
 - Other signs of illness (headache, sore throat, flushed cheeks, rash, runny nose, drainage from eyes).
3. Ask Questions:
 - Has child been sick or ran a fever in the last 72 hours?
 - Has there been an exposure to someone diagnosed with Covid-19 in the past 14 days?
 - Have you traveled to or had a visitor from another state in the past 14 days?

Once child passes screening, they will then be given a mask and helped to place it in the proper position. Once mask is in place the student will enter the classroom.

If a family member would also need to be admitted to the facility, they will also be required to go through the screening procedure and wear a mask.

Exclusion: If a child has a fever or other symptoms they will be excluded from the class until the child is fever/symptom free for at least 72 hours, without the use of fever-reducing medications. If there was exposure to someone with Covid-19 or the child has visited/had visitors from a state listed as a hot spot, the students should be excluded from class for 14 days.

Covid-19 Case in the Facility: If we would have a positive case of Covid-19 at our facility the director/teacher would immediately notify the local health department and the schools licensing surveyor. The health department will help determine a course of action for the facility.

Policy and Procedure Covid-19 Updates

Mask: Student will be given a mask and lanyard at the beginning of each class day, then the teacher/assistant will help child to place mask in the proper position. Once mask is in place the student will enter the classroom. At the end of the day as student is released to parent the mask will be placed in container to be washed before next class.

Teacher/assistant will be in charge of laundering mask between classes. If you have a special mask need please let teacher know for special accommodations.

KDHE Mask Requirements: Mask are required for anyone in the building 5 years of age and older. This would include staff, parents, and children who are 5 years of age or older. For children over the age of 2 and under the age of 5, masks are highly recommended with help from an adult. Children 2 and younger should not wear a mask.

Students and staff can remove masks during meals and snack, but every effort should be made to assure there is at least 6 feet of space during these activities.

Students that remain for the afternoon class do not have to wear mask during resting time, but cots will be placed in a way that at least 6 feet of space is maintained between the heads of resting children. Students will receive a clean mask for afternoon class.

When outdoors, masks should be worn if 6 feet of space cannot be maintained between kids and/or staff.

Snack/Food Prep procedures

- Staff will wash their hands before preparing food and after helping children to eat.
- Staff will wear gloves during food prep, serving and cleanup.
- Food preparations will only be done in designated area.
- Sink used for food prep will not be used by students to wash hands.

Hand Washing Procedure

Hands will be washed with soap and water for at least 20 seconds, the time it takes to sing the ABC's song. If hands are not visibly dirty alcohol-based sanitizers with at least 70 % alcohol can be used if soap and water are not readily available.

All students and staff will wash hands at the following times:

- Arrival to the facility.
- Before and after preparing food or drinks.
- Before and after eating or handling food.
- After using the toilet or helping a child with bathroom duties.
- After coming in contact with bodily fluid.
- After playing outdoors.
- After handling garbage or trash.

Cleaning/Sanitizing Procedures:

Caring for our Children (CFOC) provides national standards for cleaning, sanitizing and disinfection of educational facilities for children. Toys that can be put in the mouth should be cleaned and sanitized (see below). Other hard surfaces, doorknobs, and floors can be disinfected.

Cleaning and disinfection efforts:

- There is a daily schedule/check list for cleaning and disinfecting.

Policy and Procedure Covid-19 Updates

- We will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink and handles, countertops, tables, chairs, cubbies, and playground structures.
- All cleaning materials will be kept secure and out of reach of children.
- Cleaning products (other than disinfectant wipes) will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized will not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by staff wearing gloves. Staff will clean with water and detergent, rinse, sanitize, rinse again, and air-dry. We will be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils. Washing with soapy water is the ideal method for cleaning.
- Dolls with clothing will be used by one student at a time. The dolls and accessories will be cleaned/sanitized, and the clothing changed before another student uses. The clothing will be laundered by staff before being used by another child.
- We will not share toys with other classes, unless they are washed and sanitized before being moved from one group to the other.
- Played with toys will be set in a designated spot or put in a separate container marked for "soiled toys." We will have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- **UNFORTUNATLY THIS YEAR WE WILL NOT BE ABLE TO BRING TOYS FROM HOME.**

See Check list below

Clean and Disinfect Bedding

- Each child that will be staying for the afternoon class and will participate in rest time, will bring their own blanket and pillow. The bedding supplies will then be stored in the classroom in an individual storage container labeled for each child. Bedding will be sent home at the end of the week to be washed and returned the following Monday.

Policy and Procedure Covid-19 Updates

Staff _____

Date _____

Daily Cleaning Checklist:

- ___ tables
- ___ chairs
- ___ door/doorknobs
- ___ sink/faucet handles
- ___ cabinets/countertops
- ___ shelves
- ___ housekeeping area
- ___ Piano
- ___ file cabinets
- ___ loft stair rail, steps, upper rails and surfaces
- ___ telephones
- ___ desk supplies/stapler/tape dispenser
- ___ laptops/iPads/keyboards
- ___ hallway furniture
- ___ Coat/backpack hooks, Hallway shelf
- ___ Drinking fountain
- ___ trash– all removed from room
- ___ food prep area
- ___ teachers wheelchair
- ___ other: _____

Mask, doll clothes and towels taken home by: _____

What still needs to be cleaned today?

What needs to be repaired or replaced?

staff signature

date