

# Grace Child Care Center COVID-19 Plan and Procedures Updated March 1, 2021

PHASE ONE: (Active cases in Will County)

SCREENING & HYGEINE PROCEDURES:

## **STAFF:**

1. Immediately upon arrival staff will remain in the lobby to have their temperature checked and answering COVID-19 related questions. If temperature is above 100 degrees or if you have any of the following symptoms, you will be sent home. We will then follow the COVID-19 Exclusion Guidance Chart dated 8/17/2020.

- |                              |                          |                        |
|------------------------------|--------------------------|------------------------|
| *Fever (100 degrees or more) | * Cough                  | *Nausea                |
| *Shortness of Breath         | * Loss of Smell or Taste | *Fatigue               |
| *Body Aches                  | * Headache               | *Muscle/Body Aches     |
| *Sore Throat                 | * Vomiting               | *Congestion/Runny Nose |
| *Diarrhea                    | *Abdominal Pain          |                        |

2. After temperature is cleared staff must wash hands. Staff are to continue to follow handwashing procedures for themselves and the children in their classroom.

3. Staff are to only enter the classroom they are assigned to for the day.

4. "Ways to Protect Yourself from Coronavirus" will be posted in the office.

5. Staff must additionally wash hands before meals, upon entering after going outside and help in assisting children in the restroom and at other DCFS recommended times.

6. Staff cannot combine rooms inside or outside at any time.

7. Staff will not be allowed to have other outside employment in a high-risk environment such as a medical facility or nursing home.

8. Staff will bring shoes to leave at the center and change into their "work shoes" upon arrival.

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#### **CLASSROOM:**

1. After nap all cot sheets, crib sheets, and blankets are to be immediately taken to the laundry room to be washed.
2. All toys that are put into a child's mouth are to be put in a tub immediately after discarding to be disinfected daily.
3. All soft toys that can harbor germs and cannot be readily cleaned will be removed.
4. Meals are to be plated – not served family style. Children are NOT TO help set up for meals/snack. Even with low numbers of children, staff should use multiple tables for meals and snacks to implement social distancing whenever possible. There are to be no large group times on the carpet. The Preschool Classroom will have a seating chart for all children each day.
5. Frequently touched surfaces are to be disinfected every hour throughout the day. The night cleaning crew will also disinfect surfaces. Examples: walls, tables, shelves, sinks, toilets, trash cans, doorknobs, phones, keyboards, etc. Staff will do this hourly. The night cleaning crew will disinfect after hours and use the UV wand to further disinfect restrooms. Staff working during naptime should disinfect after all children are napping.
6. Due to the sharing of a bathroom between the 2-3 year old classroom and the 3-5 year old classroom, the bathroom will be cleaned and disinfected between groups or after each use.
7. All cots and cribs will have a minimum of 6 feet in between each when being used.
8. Children are to be monitored 3 times a day for fever and other signs of COVID-19.
9. If a child has COVID-19 symptoms they are to be immediately taken out of the classroom and isolated. Parents are to be called and the Director will follow the COVID-19 Exclusion Guidance from IDPH dated 8/17/2020. Staff are to disinfect all frequently touched items/areas in the classroom and areas touched while in isolation. Disinfectant bottles are kept full. Staff should make a visual inspection of the child for signs of illness which could include fever, headache,

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cough, sore throat, vomiting, diarrhea, abdominal pain, congestion/runny nose, loss or taste or smell, nausea, muscle/body aches, flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Staff should wear a mask while with an isolated child and wash their hands immediately after the child is picked up.

10. All staff will receive training on proper disinfecting and ways to protect themselves against Coronavirus and COVID19 signs to watch out for in themselves and the children in their classroom.

#### **CENTER:**

1. There are to be NO outside non-essential visitors until further notice. The cleaning crew will be allowed in after hours. The nurse required by DCFS for monthly visits will go through the same screening procedures as staff and families and wear a mask and shoe coverings at all times. The nurse will go directly to the infant/toddler classroom, wash hands, and not enter any other classrooms. Any other essential visitor (DCFS Rep, for example) will also go through a health check and temperature screening.

2. All family events have been cancelled until further notice.

3. The same teachers are to remain in the classroom throughout the day. No classrooms will combine during any part of the day. A floater teacher can be used between 2 classrooms if necessary.

4. No water fountains are to be used.

5. Playground & separate blacktop area will only be used by one group at a time.

- If less than 30 minutes between groups, equipment will be sprayed with a CDC approved sanitizer and allowed to dry for 10 minutes
- Toys will be split and assigned to classrooms. Each classroom will have their own bucket of toys
- All bikes will be sanitized between each use

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6. There will be no parent tours conducted during operating hours. Parents will be able to view a virtual tour online if they wish.

7. Signs will be posted throughout the facility

- Ways to Prevent the Spread of Germs
- Restricting Entry to any person with symptoms of illness and/or respiratory infection signage will be posted outside of all entrances

### **Parent & Staff Precautionary Protocols:**

A child's household or staff member must remain out of the center if any member of the household has or has been in close contact with anyone who has:

(a) A confirmed case of COVID-19; or

(b) Traveled: internationally or domestically, you will need to quarantine for 10 days upon return if travel is to one of the States on the Chicago Quarantine Order unless you are fully vaccinated plus 2 weeks or have been positive for COVID-19 in the past 90 days

(c) At least 7 days have passed since any household member first experienced symptoms; and

(d) Symptoms have improved for any household member that experienced symptoms (for example, cough or shortness of breath has improved); and

(e) The household has been fever-free for at least 72 hours without the use of fever reducing medicines.

(f) A medical clearance from the child's physician will be required stating the child is no longer communicable and may return to child care.

**HOUSEHOLD MEMBERS:** include individuals who may not live in the household but may be staying there or are otherwise present in the household on a regular basis (e.g. nannies,

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caregivers, home health workers, contractors, etc.) and includes anyone with pick up or drop off privileges at the center.

**CLOSE CONTACT:** is defined by the CDC as (1) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time and can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case, or (2) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

Considerations when assessing close contact include the duration of exposure and the clinical symptoms of the person with COVID-19.

**FOR MEDICAL PROFESSIONALS:** If contact occurs while wearing recommended personal protective equipment or PPE (e.g., gowns, gloves, NIOSH-certified disposable N95 respirator, eye protection), that contact will NOT be considered close contact for purposes of this policy. Consistent with our COVID-19 Policy, the household will be required to remain out of the center for 14 days unless medical clearance is provided by a physician indicating that the presenting symptoms are associated with a known non-COVID-19 illness. The physician's note must not be from a family member.

Exclusion from the center is sometimes necessary to reduce the transmission of illness. For the child's comfort, and to reduce the risk of contagion, parents will be asked to pick up their child within 1 hour of notification. Until then, the child will be kept comfortable in an isolated area and will continue to be observed for symptoms.

## Screening of Children & Parents Upon Arrival & Departure Plans

**Only 1 Parent/guardian/authorized person will be allowed to enter the center at both drop off and pick up.** This person shall stay in the foyer area and will not be allowed in classrooms or other areas of the center. Face masks are required.

Persons who have a fever of 100 degrees or above and/or headache, shortness of breath, cough, sore throat, vomiting, diarrhea, abdominal pain, congestion/runny nose, new loss of taste or smell, nausea, fatigue, muscle or body aches are not admitted to the facility. Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick. All children and parents are screened for temperatures upon arrival. All children with a temperature of 100 or higher or any of the above illnesses will not be allowed to

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stay. If the parent has a temperature of 100 or higher or any of the above illnesses, their child will not be allowed to stay. Staff will document all temperatures.

After screening, children will take off their “home shoes” and either taken home by the parent or placed in a labeled bin at the center.

After screening, children are taken to the classroom to have their hands washed and to change into their “school shoes”.

In order to protect staff while conducting temperature screenings, all screeners will wear a mask, gloves and use a handheld thermometer to reduce close contact.

Screeners will disinfect door handles, pens, and thermometer between arrivals and departures.

During drop off and pick up there shall be no handshaking or physical contact between parents, staff, and other adults.

**For pick up**, parent/guardian/authorized pick-up person will call the center when they are on the way to the center. Staff will bring the child to the front door to be picked up. ID will be required as necessary.

Parents should be prepared to allow an extra 10 minutes for arrival and departure.

## Parent Arrival and Departure

- A hand hygiene station is to be set up at the entrance of the facility for parents to use.

- o Staff will greet children/parent in the foyer as they arrive. Parents, staff, and children over age 2 must wear a mask.

- o A handheld forehead thermometer will be used to take both parent and child’s temperature. Temperature will be documented.

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o Staff will sign all children in and out.

o Staff will walk all children to their classroom and immediately wash their hands, and at the end of the day, walk all children back to the foyer for parent pickup.

- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19. Only one parent or guardian should be with their child(ren).

- Staff will wash blankets daily. Please, no backpacks or toys/items from home other than a change of clothing in their cubby.

- Parents will provide shoes for the child to wear at the center only. The child will remove his “home shoes” at the entry door and will change into “school shoes” upon arrival into the classroom.

- Parents should contact the center and report absences and all symptoms of their child.

## **PHASE TWO: (If a child or staff member is Identified with COVID19 Symptoms)**

All previous screening & hygiene procedures will be continued.

If a sick child or staff member has been isolated due to displaying COVID-19 symptoms, staff are to clean and disinfect surfaces in the isolation room and the child’s classroom after the sick child has gone home. Other areas used by the sick staff such as offices, bathrooms and common areas should also be disinfected.

All parents of children experiencing COVID-19 symptoms (and staff) will be requested to contact their local health professional for further guidance, following COVID-19 Exclusion Guidance by IDPH dated 8/17/2020. Grace Child Care will contact the Will County Health Department for further guidance. During this time, the classroom and staff who had been

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exposed to the possibly ill person are to be excluded from care/work. If the COVID19 test comes back negative, then the classroom and staff can return. If not, all children and staff are to be sent home to isolate for 14 days before returning. All staff will be paid their regular salary if they are sent home to self-quarantine for this 14-day period.

### **Communication with local Health Department**

Administration will communicate any COVID19 suspected cases with the Will County Health Department and receive additional guidance and support. The Health Department will communicate further to parents through contact tracing if additional identification measures are needed. Depending upon children absences/staff able to work, classrooms may close, or hours may be affected.

### **PHASE 3: CLOSURE (Active case in the center)**

If there is an active case of COVID-19 at our facility, we will close for a length of time to be determined in partnership with our local health department.

Our Insurance company, DCFS, IDHS, and parents affected will be notified by phone, email, and our Brightwheel App. The information given will be restricted to the type of illness and classroom. No other personal information will be disseminated.

### **COMMUNICATION METHODS:**

Center/Staff - all staff will receive communication via text, email, and/or Teams.  
Parents will receive communication via Brightwheel, email and/or Facebook

### **Masks and PPE**

1. Masks and/or face shields and gloves will be made available to all staff and face masks will be available to children. If wearing a cloth mask, it should be taken home each night and washed before re-wearing to work.

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2. Staff shall wear a mask or face shield at all times when in the facility.
3. Children age 2 and over shall wear a face mask when arriving and leaving the center; when in hallways; and in the classroom as practicable (except when eating, napping (cots/cribs 6 feet apart), or playing outdoors when social distance can be maintained)
4. When children are not wearing a mask, it will be placed in their cubby.
5. Non-permeable gloves shall be worn while serving food, diaper changing, and/or dealing with wounds

## Handwashing Protocol & Hand Sanitizer

Always wash your hands:

- **Before, during, and after** preparing food
  - **Before** eating food
  - **Before and after** caring for someone who is sick or feeling ill
  - **Before and after** treating a cut or wound
  - **After** using the toilet
  - **After** [changing diapers or cleaning up a child who has used the toilet](#)
  - **After** blowing your nose, coughing, or sneezing
  - **After** touching garbage
1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
  2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
  3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
  4. **Rinse** your hands well under clean, running water.
  5. **Dry** your hands using a clean towel or air dry them.

Children that cannot wash hands by themselves will have an adult help them with the above steps.

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Hand Sanitizer with at least 60% alcohol will be placed at the entrance to the center and entrance to every classroom. Hand sanitizer should not be used in place of hand washing, when available.

How to use hand sanitizer:

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

## Staffing Plan

By scheduling two teachers to each classroom Grace Child Care Center will ensure that children will be kept in the same group with the same staff everyday including meal, snack, rest and play periods

- Mixing of groups and changing of classrooms will not be permitted
- Cots and cribs will be placed at least 6' apart
- Extra staff will be scheduled each day in the event that a staff member begins to feel ill or experience any sign of respiratory illness or fever.
- Staff members with a fever of 100.4 or higher, respiratory issues or persistent cough will be sent home immediately.
- A list of qualified substitutes will be kept that are available to fill in for regular staff who are out sick or on vacation.
- Staff member (Floater) may provide relief between no more than 2 classrooms.

In the event a child is permanently moved from one group to another due to age or their regular classroom opening, administration will make sure there were no signs or symptoms of illness in the past 14 days. After the move, we will continue to monitor closely for any symptoms.