

## The Shyne School – Covid 19 Policies and Procedures May 2020

### Masks:

DCYF is not requiring masks. CDC recommends them for children 3 and older.

We are not having the children wear masks because they are unable to leave them alone. By touching the mask and their face they would spread more germs. If a child is not sneezing, coughing or spitting there will not be droplets to spread. If they do cough or sneeze, we will need to do a thorough cleaning of the area, if it is more than just a onetime thing they will have to stay home.

Staff are all wearing masks, with no vents or valves, over their nose and mouth at all times.

### Gloves:

Gloves will be used when doing diaper changes, cleaning up after a sick child or handling anything with body fluids.

Handwashing is our best defense to the virus, 20+ seconds with soap and water.

### Handwashing:

Ensure handwashing strategies include washing with soap and water for at least 20 seconds. soap and water are not available, and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

- **Before, during, and after** preparing food
- **Before** eating food
- **Before** touching your face
- **Before and after** caring for someone at home who is sick with vomiting or diarrhea
- **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 an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage

- **After touching items in a public space** such as the time clock or doorknob

**Follow these five steps every time.**

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.

**Group Changes:**

We are going to keep the same kids and staff in the same classroom, shorten hours to do it, and only staff that work with more than one group will need to wear a mask.

No large group times.

We will focus on social distance when possible.

Classrooms will not combine for meals, class time, or play yard time.

No shared sensory

No family style meals

No toothbrushing or anything that can spread germs.

We will work to do individual activities and set up individual supplies.

When working with young children teachers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.

- Teachers will wash their hands, neck, and anywhere touched by a child’s secretions.
- Teachers will change the child’s clothes if secretions are on the child’s clothes. They will change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag to go home and be washed in a washing machine.
- Toddlers, Preschoolers and their providers should have multiple changes of clothes on hand in the childcare center.

### **Check In:**

We are going to use the CDC screening before students enter the classroom. One parent will drop off. Parents will be limited entrance to the lobby, asked entrance questions, and say goodbye at the classroom door. We will be strictly following "When to keep a sick child home" and adding no coughing/sneezing cold symptoms to the list.

We will continue to ask parents to arrive by 10 AM or call and let us know they are taking the day off or if their child is ill and will be out; Please let us know what their symptoms are if they are ill. If you have not called the school by 10 AM a Teacher or the Director will call you. You can leave a voice mail. Please do not use e-mail.

### **CDC Screening & When to keep a sick child home & when a teacher will stay home:**

Persons who have a fever of 100.4<sup>0</sup> (38.0<sup>0</sup>C) or above or other signs of illness will not be admitted to the facility. Parents must be on the alert for signs of illness in their children and keep them home when they are sick.

- **Parents/guardians will take their child's temperature either before coming to the facility** or upon arrival at the facility. Upon a family's arrival, teachers will stand at least 6 feet away from the parent/guardian and child.
- Teachers will ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- Teachers will 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.

Sick children will be sent home and wait in the lobby until a parent can pick up.

### **Cleaning tables and surfaces:**

Wash surface with soap and water

Bleach spray must sit for 1 minute to disinfect

### **Clean and Sanitize Toys**

- Toys that cannot be cleaned and sanitized should 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. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-

dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.

- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water supervised or out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to 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.

### **Clean and Disinfect Bedding**

- Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate and stored in individually labeled bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.

### **Disinfectant Spray:**

1/3 cup to a gallon/ 4 teaspoons to a quart to kill all viruses

We will be doing extra hand washing and daily toy sanitizing to control any possible spread. Extra sanitizing, carpet cleaning spray.

### **Community Commitment:**

Currently we have not had reports from any of our families of Covid-19 illness. In accordance with CDC guidelines The Shyne School is discouraging staff, students, and their families from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.

As we come back together, The Shyne School will do everything we can to protect our students, families and staff and prevent the spread of Covid-19. Despite all our effort's parents need to be aware there is no guarantee that Covid-19 will not affect The Shyne School at a later date. Each family assumes that risk upon returning to school.

If we suspect a Covid-19 illness:

- **Close off areas** used by the person who is sick.
  - A Classroom with a Covid-19 case will be closed for 72 hours to be cleaned and then reopened.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- **Center and Classroom Parents and Health Department will be notified of a case.**
- The full classroom will be cleaned and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas and shared equipment.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
  - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.