

REOPENING GUIDE



COVID-19

Parent/Student Handbook

Hafa Adai Parents/Guardians and Students!

Little Ones Child Care Center Inc School is committed to educating our students in a safe and healthy environment for them, employees, and stakeholders. This is a trying time for our island and we need to make adjustments to how we educate our students while maintaining Centers of Disease Control guidelines, Department of Public Health and Social Services and Executive Orders guidelines for social/physical distancing due to the COVID-19.

To reduce the possibility of the COVID-19 virus coming on facility, we will limit people on facility to students, employees, and DPHSS/DEH/BOSSA service providers, This handbook is provided to you with essential information that you will need to help us accomplish our mission. Because information is constantly changing, this handbook provides the building blocks that may be updated as new guidance from the Centers for Disease Control, Department of Public Health and Social Services, Governor's Executive Orders, and other entities are provided.

We thank you for your support and understanding as we move forth in educating and caring with your child.

What is COVID-19?

"A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the [coronaviruses that commonly circulate among humans](#) and cause mild illness, like the common cold. A diagnosis with coronavirus 229E, NL63, OC43, or HKU1 is not the same as a COVID-19 diagnosis. Patients with COVID-19 will be evaluated and cared for differently than patients with common coronavirus diagnosis."

From website at:

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Coronavirus-Disease-2019-Basics> May 27, 2020.

How do we prevent the spread of the virus?

We use the guideline from the Centers of Disease Control for social distancing, disinfecting, and other protective measures.

What are changes in school policies in light of Centers of Disease Control (CDC) guidelines and the Governor's Executive Order for social distancing?

Masks/Face coverings are recommended for four year olds above while in the facility We will be practicing social distancing by keeping 6 feet distance using markers along the hallways.

Point of entry will be limited to the front area of the Facility.

There will be mixing of groups

Whenever possible, children whose parents have the same employer should be kept together.

Whenever possible, classes/rooms should include the same group each day, and the same childcare providers should remain with the same group each day.

Parents/Guardians and other visitors will not be allowed in the facility. . Parent/Guardian meetings will be by appointment only to address any concerns.

To minimize exposure to our students and teachers, we will not entertain visitors to the classrooms unless they are educational service providers.

If shared space is used, a rigorous cleaning schedule must be in place.

Parent interaction should be limited at drop off and pickup.

Thoroughly cleaned BEFORE and THROUGHOUT the day.

Little Ones Child Care Center will follow protocols in the event anyone who has been in the facility is suspected of having the virus or is confirmed to be positive for the virus set forth by CDC and Department of Public Health and Social Services (DPHSS).

School Arrival Procedure

Employee Arrival:

1. All faculty and staff will arrive at their designated time. Faculty and staff will wear masks or face coverings prior exiting their vehicles and entry into the school. CDC social/physical distance guidance will be practiced while proceeding from their vehicles to the entrance.
2. Initial preliminary health screening questions will be asked. Daily temperature checks will be completed thereafter with guidance to report any change in their preliminary health screening questions upon entry at the front gate.

Students Arrival:

1. Parents/guardians walking with their children will remain outside the facility wearing their mask or face covering. Teachers will take their students from their parents.

School Dismissal Procedure

Student Departure:

1. Each teacher will escort students to the student pick-up waiting area. Teachers will bring students

Faculty/Staff Departure:

1. Faculty/Staff will wash their hands using soap and water prior to exiting the school or use hand sanitizer provided by the school.

Student Lunch in the Classroom if needed:

1. Teachers will monitor students during lunch
2. Student lunch times are staggered by classrooms Students will wash their hands with soap and water prior to and after eating lunch.

Faculty/Staff:

1. Faculty and staff will have designated staggered lunch times. Teachers may eat in their classrooms keeping to the maximum number of allowable persons in the room while following the CDC social/physical distance guidelines.
2. Faculty and staff will wash their hands if in their classrooms before and after eating lunch.

3. Faculty and staff will remove their masks/face coverings using mask removal procedures when eating lunch.
4. Faculty and staff will put their masks/face coverings back on after eating. Faculty and staff will clean and disinfect their eating area when done.

Playground:

1. Each staff/teacher will take their students to assist with enforcing safety protocols for social/physical distancing to the extent possible at their assigned play area. Students will be allowed to remove their masks/face covering while on the playground to avoid hypoxia.
2. Each staff will escort their students at least 5 minutes before the end of lunch to wash their hands with soap and water. The staff member will escort the students to their classrooms to ensure they are following safety protocols and providing "mini-lessons" as reminders.

Restroom:

All users will adhere to CDC social/physical distance guidelines when entering the restrooms. Urinals/toilets/sinks will be marked for use or closure to ensure 6 feet distance is adhered to. All users will wash their hands prior to entering/exiting the restrooms using soap and water following proper handwashing guidelines. Signage will be posted as a reminder near sinks.

Isolation Room:

1. Any student or employee who is screened with symptoms related to COVID-19 will be brought to the isolation room for further screening.

Classroom Procedure

Each classroom will have the maximum number of people allowed inside based on their physical space. At the beginning of the school year, students will be taught the CDC social/physical distancing procedures for keeping 6 feet distance, use of masks/face coverings, and hand washing procedures while in the classrooms, hallways, playgrounds, and other settings on and off facility.

Faculty/Staff:

1. All faculty and staff will wear their masks/face covering while in their classroom with periodic removal for a few minutes to avoid hypoxia. They will wash their hands with soap and water as often as they can. If soap and water is not available, faculty and staff will use school supplied hand sanitizer. Faculty and staff will follow CDC social/physical guidelines and monitor that students are also following the guidelines.
2. Faculty will monitor student movement in the classrooms and grant permission for students to leave desks when needed such as for restroom use, sharpen pencil, throwing trash, etc.

School-aged Students:

1. All school-aged students will wear their masks/face covering while in their classrooms with periodic removal for a few minutes to avoid hypoxia under the supervision and direction of the teacher.
2. Students will wash their hands with soap and water prior to entering and upon exiting the classroom. If soap and water is not available, students will use school supplied hand sanitizer. Students will follow CDC social/physical guidelines while in the classroom and follow markings for flow of traffic.
3. Students will not move furniture from their designated locations and will stay at their assigned areas. Students will get the teacher's permission to leave their desks at all times.

Non-Emergency injuries requiring soap and water, band aides, may be handled at the classroom using the First Aid Kit

Teachers will refrain from sending students to other areas for non-emergency reasons and unattended.

Prevention Procedures

From Centers of Disease Control website <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html> on June 11, 2020.

The Novel Coronavirus 2019 or COVID-19 virus is thought to be spread from person to person between people who are in close contact with one another and through respiratory droplets when a person coughs, sneezes, or talks. The following are procedures to prevent the spread.

Hand Hygiene:

1. Wash your hands often with soap and water. If soap and water is not available, use a **hand sanitizer that contains at least 60% alcohol**.
 1. Hand washing procedure:
 - ❖ **Wet** your hands with clean, running water, turn off the tap and apply soap.
 - ❖ **Lather** your hands by rubbing them together with the soap. Lather the back of your hands, between your fingers, and under your nails.
 - ❖ **Scrub** your hands for at least 20 seconds. To help with timing, sing the ABCs song (1x) or the Happy Birthday song (2x).
 - ❖ **Rinse** your hands well under clean, running water.
 - ❖ **Dry** your hands using a single use paper towel. After drying your hands use the paper towel to turn off the faucet.
 2. Key times to wash hands:
 - ❖ **Before, during, and after** preparing food.
 - ❖ **Before and after** eating food.
 - ❖ **Before and after** caring for someone who is sick especially with vomiting or diarrhea.
 - ❖ **Before and after** treating a cut or wound.
 - ❖ **After** using the toilet/orinal.
 - ❖ **After** changing diapers or cleaning up a young 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.

3. Hand sanitizer procedure:
 - ❖ Apply the gel product to palm of one hand (read the label for correct amount to use).
 - ❖ Rub your hands together.
 - ❖ Rub the gel all over all the surfaces of your hands and fingers until our hands are dry. This should take about 20 seconds.

4. Avoid touching your eyes, nose, and mouth with unwashed hands.

Social/Physical Distance:

1. Avoid close contact with people who are sick, even those in your home. Maintain at least 6 feet distance.
2. Put at least 6 feet distance between yourself and other people outside your home when in public.
 1. Some people may not display symptoms but may have the virus.
 2. Do not gather in groups.
 3. Stay out of crowded places and avoid mass gatherings. (Follow Executive Orders for social gatherings).

Masks/Face Coverings:

1. Wear cloth face coverings or recommended disposable masks in public settings in addition to keeping 6 feet distance.
2. Masks/face covering procedures
 1. Wash your hands before putting on your face covering.
 2. Put it over your nose and mouth and secure it under your chin.
 3. Try to fit it snugly against the sides of your face.
 4. Make sure you can breathe easily

Cover coughs and sneezes:

1. If you are in a private setting and do not have your mask/cloth face covering, remember to always cover your mouth and nose with a tissue when coughing or sneezing or use the inside of your elbow.
2. Throw tissues in the trash.
3. Immediately wash your hands with soap and water for at least 20 seconds (see hand washing procedure). If soap and water is not available, clean your hands using a hand sanitizer with at least 60% alcohol following hand sanitizer use procedures.

Clean and Disinfect:

1. Clean AND Disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
2. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
3. Then use, a household disinfectant. Use EPA-registered household disinfectant and follow recommended procedures.

Monitor your Health:

1. Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
2. Take your temperature if symptoms develop. Don't take your temperature within 30 minutes of exercising, after drinking warm liquids, or after taking medications that could lower your temperature.
3. Stay home and/or seek medical attention when sick.

Other guidance and protocols will follow the GDOE COVID-19 Handbook that will apply district wide to include protocols in the event a student or employee has tested positive for the virus

COMMUNICATION

Communication is critical especially as the COVID-19 situation is continually changing as research in dealing with the virus is ongoing.