## **October 7, 2020**



## **Memorandum**

## **Tender Shepherd Preschool - Operations of Childcare facility**

**Temporary school hours of operations: 7:30 am – 5:00 pm**

**General schedule**

7:00am – 7:30am deep cleaning and sanitizing of facility

7:30 am – 8:30 am curbside drop-off (temperature check and log, sanitizing of items and hand-washing)

8:30 am – 9:15 am exercise, washing of hands and snack time

9:15 am – 9:45 am calendar activity

9:45 am – 10:30 am outdoor play (refer to schedule)

10:30 am – 11:00 am Lunch (refer to schedule)

11:00 am – 11:45 am diaper change and outdoor play (refer to schedule)

11:45 am – 12 noon washing of hands and naptime (refer to schedule)

12 noon – 2:45 pm naptime

2:45 pm - 3:15 pm afternoon snack

3:15 pm – 5:00 pm calendar activity, diaper change and outdoor play (refer to schedule)

\*\*A staggered schedule will be implemented to avoid mixing of children and staff, please refer to schedule prepared for each age group/class.

## **Prior to re-opening**

1. Thoroughly clean and disinfect the facility using disinfectant cleaning supplies according to CDC guidelines
2. We will reopen on Monday, October 12, 2020

## **Schedule for deep cleaning and disinfecting daily**

1. 7:00 am
* before opening
1. 5:00 pm
* after closing

## **Preventative Actions**

1. Signs will be posted outside the entrance restricting entry to anyone with symptoms of illness/respiratory infection.
2. Signs will be posted, marking 6” feet apart on grounds/floorings inside and out of the facility as necessary where staff, children and parents will be entering/exiting
3. Staff will be checked for fever before entering the facility
* at the beginning of their shift, maintaining records throughout the day until shift is completed.
1. Children will be checked for fever before entering the facility
* upon arrival, maintaining records throughout the day until child leaves the facility
1. Staff and/or children will be excluded with symptoms of COVID-19 from the preschool setting.
2. Hand washing station locations (to include: sink, running water, hand soap and paper towels)
* will be located at the side gate and playground (entrance to the chapel) at all times
1. Drop-off and pick-up times
* to avoid overcrowding of children and parents during drop-off and pick-up, a staggered schedule will be implemented if necessary.
1. Drop-off and pick-up locations
* will be at the main entrance and/or side gate at all times
1. Sanitizing station locations
* will be at the main entrance and/or side gate at all times
* staff will collect items/belongings of each child (one child at a time) from parent, sanitizing items before entering and exiting the facility at all times
1. Limit parents to one per child during drop-off and pick-up
* to avoid overcrowding
1. No outside visitors should be allowed in the preschool for activities, regardless of their security clearance.
2. For maintenance/repair workers
* a log should be maintained including date/time, name, phone number/cell number and email.
1. Develop a communication plan with parents and staff in the event a COVID-19 case occurs in a staff or child.

**Preventative Actions WITHIN the facility**

1. Isolate any staff and/or children with symptoms of COVID-19
* Limit the staff to 1:1 care for children who show symptoms and who have been isolated
1. Staff must wear face mask at all times.
2. Children ages two and up will wear mask at all times
3. Children under the age of two will NOT wear face mask
* because of the danger of suffocation.
1. Follow preschool facility procedures on notifying parents.
2. Educate parents on contacting their family physician.
3. Clean/disinfect area after the child leaves.
4. Group children and preschool staff.
* Children should be kept in the same group with same staff every day including mealtime, snack time, naptime and play periods.
* Limit groups/classes
1. Usage of cots during naptime
* will be labeled per child
* will be 6” feet apart
* will be sanitized before and after each use
1. Post signs throughout the facility describing ways to prevent the spread of germs.
2. Monitor and enforce hand hygiene among staff and children.
* wash hands with soap and water
* avoid shaking hands as a social greeting.
* ensure employees clean their hands according to CDC guidelines, including before and after contact with parents, children and any other person, and after contact with contaminated surfaces or equipment.
1. Put alcohol-based hand rub in every room (both inside and outside of the room).
2. Utilize hand-washing stations (sink, soap and paper towels) at the entrance/front of the facility and on the playground at the entrance of the chapel.
* hand-washing stations will be well-stocked with soap and paper towels for hand washing at all times.
1. Teach and reinforce healthy hygiene as is age appropriate (covering coughs/sneezes, disposing of tissues, handwashing, keep fingers away from eyes, nose and mouth).
2. Make sure tissues are available and in reach
3. Trash cans
* position trash cans for easier discarding of tissues and paper towels for staff and children.
1. Intensify cleaning and disinfecting of frequently touched items including but not limited to:
* doors (knobs)
* school phones
* cell phones
* computers (keyboards, mouse, monitors)
* tables
* chairs
* water dispensers
* counter tops
* walls
* cabinets (doors and knobs)
* floorings
* rugs
* toys (toys that cannot be cleaned and sanitized are prohibited for use)
* books
1. Cancel or postpone all non-critical gatherings and events.
2. Increase ventilation by opening windows or adjusting air conditioning
3. Practice social distancing at all times possible.

 **Meals**

1. Each child would need to bring
* a packed lunch (preferably in a plastic bag or paper bag) - ready to eat
* utensils if needed for meal
1. Lunch will NOT be warmed up at this time
2. Lunch will be served in each classroom
3. Catered lunches
* will be postponed until further notice.
1. No water bottles please
* each child will be given water in a dixie cup each time

**Personal belongings**

1. Items that are received with child upon drop-off
* will be returned to parent daily (beddings, lunch bags, backpacks and any other items that are brought in upon drop-off.)