

The Giving Tree International Preschool Emergency Pandemic Plan

Updated Emergency Plan:

-Procedures for Families:

- **ALL** children and parents will be required to do a temperature check outside childcare entrance (no exceptions)
- Body checks upon arrival
- Drop off will be done at a staggered time, but must not exceed temporary updated hours of operation
- There will be 2 employees upon drop off to log down temperature checks, and to drop child to their designated classrooms.
- Director will have a sign-in sheet which will include (date, time, child, family member along with temperatures taken during pick-up & drop-off.)
- During drop off Parent/Guardian must wait in the hotel lobby while practicing social distancing until called.
- No parent or family member will be allowed inside the childcare center/classroom at any given time. Time logs will be conducted by The Giving Tree staff upon drop off, to continue accurate time keeping.
- Block Grant folders will be in lobby during drop-off
- For late drop off, parent/guardian will be required to call ahead of time.
- Should a child or parent/guardian show any signs or symptoms , the child will not be accepted until they are fever free with no other symptoms for at least 3 days.

- If a child shall develop any cold or flu like symptoms, slight fever, fever, runny nose, while in our care, they will be isolated and parents will be contacted immediately for immediate pick-up.
- Hand wash for staff and students will be done every hour, before and after consuming meals/snacks, and before and after outdoor play.
- Staff and children will be required to stay home if they are not feeling well. Parents will electronically sign contract stating if they knowingly bring child in with symptoms and administer medication, they will be immediately terminated.
- No intermingling among the classrooms, all children will remain in their class until they are picked up, unless brought into isolation by the director.
- Staff and Parents will not share any objects, pens, iPad, or paper.
- Hours of operations will be from 7:30am-6:00pm.
- Staff will be required to do temperature checks when arriving on TGT premises.
- Staff will take temperature upon drop off, before or after nap, upon pick up.
- ALL staff will be required to use a face mask.
- Staff will not be allowed in any other classroom, besides entering and exiting the center. Supplies can be requested, and director will drop supplies to each classroom.

-Procedures for Teachers:

- Temporary hours of operation: 7:30am-6:00pm. This is to ensure opening staff and closing staff have time to prepare and clean up the center.
- Ensure all toys at the center are sanitized and disinfected. Soft/plush toys, play-doh and slime will be temporarily removed from the center.

- Teething toys should be kept in infants bags when not in use, absolutely no sharing of teethers/soothers
- Frequently touched surfaces that are most likely to become contaminated must be disinfected every hour (i.e: doorknobs, light switches, toilet handles, tabletops, sliding door)
- Performing proper hand hygiene every hour (including assisting children with hand hygiene)
- Do not use water or sensory tables
- Encourage more physical space between children by:
 - Spreading children into different areas
 - Staggering lunch time and outdoor play time
- Increase the distance between cots/mats, move furniture around if needed. If space is tight, place children head-to-toe alternatively.
- Cots should be sanitized after each use.
- Label children's belongings. Children **MUST NOT** share bottles, cups, containers, pacifiers.
- Reinforce "no food-sharing" policies
- Entrance to center should always remain locked, children that are picked up/dropped off should be accompanied by a teacher to exit the center.