

2020

Infant of Prague Catholic  
Nursery & Kindergarten

# **INFANT OF PRAGUE SAFETY MEASURES/GUIDELINES/ PROCEDURES FOR REOPENING**

These guidelines and safety measures were formulated based on the CDC and Department of Public Health's recommendations.



# **INFANT OF PRAGUE CATHOLIC NURSERY & KINDERGARTEN**

**164 SABANAN MAGAS ROAD – MANGILAO GUAM 96913 – PHONE: (671) 734-2785**

## **Drop off/Pick up**

1. There are five (4) doors at the front of the school and two (2) at the back side of the school that are assigned to each grade level to use for entry and exit.
2. Drop off and pick up children at the assigned doors for each age group. Center opens @ 8-5 pm
3. Assigned teachers will meet the children at the doors and take them to the doors when ready to be pick up.
4. Parents must wear mask when dropping and picking up children. No mask No entry to the school campus.
5. Faculty and staff must wear facial shield and mask at all times.
6. Children temperature will be taken three times a day. In the morning at drop off time, noon time and after nap.
7. Parents are asked to bring their own pen to sign in/sign out children to avoid the spread of the virus.
8. Parents should maintain a minimum distance of 6ft from person to person at all times when dropping and picking up children.

## **Screening**

1. Faculty/Staff must pass through the screening area before entering the school building.
2. Faculty/Staff must wear facial shield and mask at all times while at school. Staff shield must be sanitized and disinfected mid- morning and mid-afternoon.
3. 3 years old up to kindergarten should wear facial mask. Toddlers and infants no mask.
4. Children temperature will be taken at their assigned doors by the teachers upon arrival at school.
5. Children with 99° F or 38° C will not be allowed to be in school.
6. Children will head directly to their classroom after temperature is taken.
7. To help minimize the spread of COVID-19, parents should wear mask all the times when on school premises. No Mask No Entry.
8. No sick children/staff are allowed to come to school. They must get well first before coming to school.
9. When children are sick at school, parents should be notified right away to pick them up.

## **Cleaning, Sanitize and disinfecting**

1. Staff and Children's hands must be washed with soap and water or sanitize upon entering the school. Shoes will be wiped too with disinfectant. Teachers will be on hand to assist children with dispensing hand sanitizer and spray their shoes.
2. Classrooms must be sanitized and disinfected before and after class and when needed.
3. Sleeping mats or cots must be seclusively assigned and labeled for individual use. They should be sanitized/disinfected every day after used.
4. Following our normal routine cleaning, disinfect frequently touched surfaces and used objects. Examples of these are: tables, doorknobs, light switches, sleeping mats or cots, countertops, handles, desks, phones, keyboard, toilets, faucets, touch screens, toys and others.



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5. Toys and other items used by children and staff must be sanitized every day.
6. Floor must be swept and mop every day. Carpeted areas must be clean and vacuum everyday as usual.
7. Rubber toys must be washed everyday after use with water and soap.

## **Food Preparation and Meal Service**

1. Children must eat breakfast at home before coming to school. There will be no more eating breakfast in the dining area.
2. No cooking and food preparation will be done at school for the time being. Children must bring their own packed lunch/snack from home ready.
3. The toddler group will be the only one eating lunch and snack in the school dining area for now.
4. No soupy and watery food allowed for now. Children can bring sandwich, hamburgers and other solid food for lunch.
5. The 3- 5 years old will be eating lunch outside under the trees and in the classrooms when the weather is bad.
6. Teachers ensure children wash hand prior to and immediately after eating.
7. Teachers should wash their hands before serving and after serving snack and lunch for the children.
8. Teachers must wear gloves all the times, when handling food and helping children with lunch and snack.

## **Changing tables for Infant and toddlers and those who are not potty trained yet**

1. Staff must wear gloves when changing children.
2. Changing tables must be sanitize and disinfect before and after use.
3. Staff should wash hands after changing diapers
4. Staff should wear facial shield and mask at all times

## **Isolation and Caring for sick children**

1. No child with a temperature of 99° F or 37° C is allowed to come to school.
2. In the event that a child's temperature is going up higher than the set temperature, the child will be brought to the school's isolation area and parents will be contacted to pick the child up.
3. Parents should not bring a child to school when sick, running a fever and having a cold or stuffy nose. Sick child should stay home for two days before returning to school.

## **Social distancing observation**

1. Parents should maintain a minimum distance of 6ft from person to person at all times when dropping and picking up children.
2. No physical contact like hugging, shaking hands, holding hands and etc. is allow for now.
3. Grounds/floors/chairs/desks/tables will be marked and space out for social distancing.



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## **Stop the spread of Germs:**

1. Stay home when you are sick
2. Cover your mouth when coughing or sneezing with a tissue
3. Cough or sneeze into your upper sleeve, not your hand
4. Wash your hands with soap and water for at least 20 seconds
5. If soap and water are not available, use alcohol based hand sanitizer
6. Throw your used tissue in the trash can and wash your hands
7. Stay away from people who are sick
8. Stop touching your eyes, nose and mouth

## **Nap Time:**

1. During nap time, children's sleeping mats should be 6 feet apart.
2. Cots and sleeping mats should be labeled for each child.
3. Children should place head to toe when napping to reduce the viral spread of COVID 19.

## **Traveling**

1. If any parents/ Students/ is traveling out of Guam they must inform the office prior to their trips.
2. Upon returning back to Guam, they must be on home quarantine for 14 days before coming back to school.

## **Washing, Feeding and Holding a child**

1. Contaminated clothes are to be placed in a plastic bag and send home.
2. Infant and toddlers and their caregivers/teachers should have multiple changes of clothes on hand.
3. Baby room/Toddler Staff are asked to bring a change of clothes everyday.

## **Toys**

1. Toys that cannot be cleaned and sanitized are prohibited for use at IOP.

## **If COVID 19 is confirmed in a child or staff member:**

1. Call Public Health or healthcare facility and parents to let them know about the sick person
2. Close off areas used by the sick person
3. Open outside doors and windows to increase air circulation in the areas.
4. Wait up to 24 hours or as long as possible before cleaning and disinfecting areas or school to allow respiratory droplets to settle before cleaning and disinfecting.
5. Clean and disinfect all areas used by the person who is sick, such as offices, bathroom, and common areas.
6. Additional cleaning and disinfecting the school and all areas after 7 days or more passed since the sick person visited or used the facility.



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## **Some changes in IOP Daily operation to prevent the spread of COVID-19**

1. IOP will be open at 8 am – 5 pm
2. Parents are asked to bring their own pens to sign in/sign out children to avoid the spread of the virus.
3. All employees must report to work at the same time and clock out at the same time.
4. The baby room doors will be used for babies only.
5. The door in-front of Mrs. Raflin Cruz's classroom will be used for toddlers only.
6. The main entrance door to the building will be used by Ms. Fanny Muna's class only.
7. The door in front of the Kindergarten Classroom will be used for Mrs. Angie Howard's class only.
8. Pre-K back door (playground area) will be used only for the Pre-K. Parents can park outside the gate and walk children to the door. No parking on the playground area at all times.
9. Kindergarten back door, (playground area) will be used for Kindergarten only. Parents can park outside the gate and walk the children to the classroom door. No parking on the playground area at all times.
10. There will be no more cooking of food at school. Lunch and snack for the children should be prepared at home. Warming of lunch in the Microwave is allowed.
11. The toddlers, 3 years old, Pre- K and Kindergarten, must have breakfast at home before arriving at school. There will be no more eating breakfast in the dining area.
12. Children are not allowed to bring toys to school. Parents should limit what children bring to school. No more big blankets and pillow allowed. Children should only have a small blanket and a change of clothes in their bags.
13. Blankets and bags won't be stored at school anymore. Blankets must be folded after use, put back in the bags and go home with the children everyday.
14. People who are at risk (older people) should not drop and pick up the children.
15. No large group gathering is allowed for now. Every class will have their morning prayers and flag raising in their designated classrooms.
16. Playground is off limit for the time being until it is safe to use it again. Teachers can take children on a walk instead of playing on the playground.
17. Faculty and staff must go through screening every time they leave the campus premises.
18. For the parents of the Pre-K and Kindergarten students only. After you drop off your child, you can drive up and around our house (Convent) to Exit. This is only for the morning time not the afternoon pick up time.

## **(Teachers) Teach children everyday actions to reduce the spread of germs:**

1. Talk to children about COVID 19 to make sure they understand how we do things now.
2. Remind children to stay away from people who are coughing and sneezing or sick.
3. Get children into a handwashing habit, teach them to wash their hands with soap and water for at least 20 seconds, especially after blowing their nose, coughing, or sneezing, going to the bathroom; and before and after eating.
4. Help/supervise children and teach them to use hand sanitizer if water is not available. Hand sanitizer should be 60% alcohol.



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5. Teach and show them how to cough into their sleeve and tissue and throw it away in the trash can
6. Talk to them about if they do get sick, stay home just like they don't want to get people sick or get other people germs into their body.
7. Make it an everyday talk about prevention of germs as part of their daily lessons.

### **Tuition/other fees payment**

1. The office side door (at the entrance area) will be used for parents only to pay tuition and other things they need from the office.
2. Two people admittance inside the office at a time.
3. Practice social distancing, stay 6ft apart
4. Parents are asked to wear mask all the times. No mask No entry