



**Prepared Readiness Plan in Response to an
EMERGENCY PANDEMIC DISASTER
Hours of Operation: 7 am to 5 pm**

During this difficult and stressful time, we at Little Einsteins Child Learning Center want you to know that we value the safety and wellbeing of our families, our children, and our staff. The following are preventive measures that we will be taking to monitor, prevent, and control when our center is faced with an Emergency Pandemic Disaster. Please educate yourself on the type of emergency we are facing. Social distancing is always the best way to prevent the spread of any type of disease or virus. However, in our industry, social distancing is not possible. The best way for us to prevent is to wash our hands and continue to sanitize and clean daily.

GET EDUCATED: Educating our families, staff and children are the first steps to take when fighting the spread of any type of uncurable disease or virus. The Center for Disease Control provides many resources to educate yourself on the type of disaster we are facing. The following information is needed to help monitor whether the disease or virus has affected any persons we are in close contact with or the children we care for. Please understand that there is no judgement when making this information known to us. We hope that you can be open and honest with us because we are fighting this pandemic together and only wish to look out for the health and safety of our children, families, and staff.

- If you meet any of the following criteria, please do not visit or pick-up/drop-off a child at our center:
 - Older than 60 years old,
 - Pregnant,
 - Have underlying health conditions, including those with compromised immune systems or respiratory conditions like severe asthma,
 - Have symptoms of COVID-19 (fever, cough, shortness of breath),
 - Have been in contact with someone with COVID-19 in the last 14 days, or
 - Have returned from travel to areas with community spread of COVID-19 as defined by the CDC in the last 14 days

Do not attempt to come to the center. Please call the director at 647-5437 or 747-9606 and make us aware of your situation. Also contact the local officials such as Public Health and your private Physician.

Drop OFF/Pick UP:

- Please wear a face mask when presenting your child to the teacher during drop off and pick up. Your child must also wear a face mask if they are older than 2 years old. Practice Social distancing (6 feet apart).
- When picking up or dropping off a child(ren), please wait outside and a teacher/staff person will assist you. Please note that you may be asked to stagger your arrival/departure times; we will work this out with you ahead of time. You may drive to the front of the center and a teacher will come out. As much as possible we recommend that you have one person designated to picking up or dropping off your child. You can also call the center or message the teachers to let us know you are on your way so we can prepare your child and their things.
- We recommend that the persons authorized to pick is not elderly or does not have underlying health issues.
- The teachers will check your children in daily through brightwheel.
- Your child's temperature will be taken upon arrival and they will be monitored for flu like symptoms daily.
- Teachers will ask the COVID-19 screening questions; have they been exposed, have they traveled recently, are you experiencing any flu like symptoms or shortness of breath.

- If you need to enter the center for any reason, we ask that you call the center and speak to the director.
- Make appointments to meet with the director if needed. We also ask that you practice “social distancing” (6 feet) always should you need to enter the center for a specific reason.
- Please avoid from packing too many items. As much as possible we want to limit the items that are transferred to the center and from home. Monday’s bring in one blanket for your child and one set of extra clothing. The clothing will stay at the center in case your child has an accident. Fridays your child’s blankets will be sent home.

MEALS:

- The children will be eating in their classrooms. Only lunch and snack will be served.
- Breakfast will not be served at the center. We ask that you have your child fed at home before arriving to the center.
- All food items must be placed in containers. We will be wiping these containers down as they come in and before we serve them to the children. So, all food items including prepackaged items such as chips or cookies must be in a container or a plastic sealed bag (Ziplock). Please limit your child’s snacks to two items daily.
- Provide separate containers if you have multiple children attending the center. The children will not be sharing any food or drinks. Make sure to label all your children’s containers. (We encourage parents to provide healthy snacks and food that help to build stronger immune systems)
- Drinking cups for water can stay at the center. Teachers will return cups that are worn out to be replaced.
- You must provide your own utensils or plates if needed daily. We will not be storing any dishes here at the center.
- We will not be storing any food items such as snacks, cereal, or frozen foods.
- Parents with infants are required to provide enough bottles for each feeding. Pre-fill your child’s bottle with water and teachers will mix milk for feeding. Babies with breastmilk are required to bring enough bottles for each feeding (four to five bottles daily). Please bring in breast milk daily, we will no longer store them. Food for babies must be placed in a container and ready to feed. Please provide your child with their own utensils daily. This allows us to sanitize the items being brought to and from home.

CLEANING, DISINFECTION:

- Clean, sanitize, and disinfect frequently touched surfaces (for example, playground equipment, door handles, sink handles, drinking fountains) multiple times per day.
- Any objects that were touched by the children will be placed in a container for proper sanitizing by the end of the day.
- At this time, we will be avoiding the use of items (for example, soft or plush toys) that are not easily cleaned, sanitized, or disinfected.
- All toys and objects will be cleaned daily.
- Cleaning and sanitizing will be done throughout the day. All surfaces will be wiped down daily. Areas where children are exposed will be wiped down daily.

SOCIAL DISTANCING: It is not possible for us to keep all the children away from each other. Interaction with each other is part of their learning and growing experience. However, here are a few things we can do to encourage social distancing.

- Set up classes to include the same group of children each day, and that the same teacher to remain with the same group each day.
- Avoid mixing groups unless there is no other option in caring for them. Example, an employee calls out of work for some reason.
- Group activities and gatherings for events prohibited.
- Spaced out seating and bedding (head-to-toe positioning) to six feet apart. Children will have their masks removed during nap time.
- Meals for each age group will be separated and children will also be spaced out when eating. Meals will be given in the classroom for infants.
- Stagger arrival and drop-off times or put in place other protocols to limit direct contact with parents as much as possible. Parents are asked to be courteous and practice patience when a parent is dropping or picking up their child/children.
- Stagger use of playgrounds and playrooms where children will meet and disinfect in between uses.
- At this time, we will not allow any visitors to meet with the children. Only parents, legal guardians will be allowed access to the center.

SHARED OBJECTS: Many of the toys and activities we have at the center that promote growth and learning are shared amongst all the children. At this time, we will limit the use of these items and sanitize before and after use of any items being shared.

- Keep each child's belongings separated and in individually labeled storage containers or bags
- To minimize sharing we will be sure to have adequate supplies of high touch materials to the extent possible (art supplies, toys etc....) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

IF YOUR CHILD IS ILL: If your child becomes ill while at the center, you will be asked to pick-up your child within one hour of the initial contact. Please have plans in place to ensure you or a designated person is available if this should occur. Your child will be placed in an isolated room till they are picked up.

- Any child with flu like symptoms will be sent home and will need a doctor's note before returning.
- Please review your brightwheel account to ensure we have your current contact information as well as emergency contact information. Message or email Mrs. Leona once an update has been made so that she can make the changes on your original file.
- We ask that parents remain in contact with us during your child's absence. If your child has contacted or been exposed to the pandemic virus. We ask that you let us know as soon as possible. We are required to contact Public Health to inform them so that they may contact you for procedures to quarantine and track the virus.
- If we have a child exposed to the virus. The center will be shut down for a duration of 14 days to quarantine and sanitize.

EMPLOYEES: Should any of our employees become sick. They will be sent home immediately and will not return till they receive clearance from their doctor. A daily screening will be conducted on them to include temperature taking and monitoring for signs of sickness.

- Employees must wash hands or sanitize at all times of the day. Any time they transition to different activities with the children as well as during meal preparations.
- Employees must wear a face mask throughout the duration that they are at work.

- Employees will be required to have a change of clothing before leaving the center to help protect their families when going home.

EMPLOYEE OR CHILD TEST POSITIVE

What happens when an employee tests positive?

- Public Health and BOSSA will be contacted immediately.
- Parents will be notified and asked to pick up their children while the center shuts down.
- Employee be sent home and await further instructions from Public Health.
- The center will be shut down for two weeks for cleaning and quarantine. Parents are asked to monitor their children carefully and we recommend that all the children be tested for the virus before returning to the center.
- Employees will all be tested before returning to the center.
- The center will be cleaned thoroughly before we can reopen our doors again for service.

What happens when a child tests positive?

- Public Health and BOSSA will be contacted immediately.
- Parents will be notified and asked to pick up their children while the center shuts down.
- The child will be isolated until their parent picks them up.
- The center will be shut down for two weeks for cleaning and quarantine. Parents are asked to monitor their children carefully and we recommend that all the children be tested for the virus before returning to the center.
- Employees will all be tested before returning to the center.
- The center will be cleaned thoroughly before we can reopen our doors again for service.

We thank you for helping us keep you and your child(ren) safe during this time. If you have any questions, please contact me via email at littlee.guam@gmail.com or (671)747-9606

I, _____, have read the Emergency Pandemic Plan and I understand completely how this may affect the way my child is being cared for while at LECLC. I understand that this plan is made to provide a safe and healthy environment for my child to learn and grow at Little Einsteins Child Learning Center.

Parent/Legal Guardian's Signature

Date