



# Carolyn Stokes Preschool Hybrid Reopening Plan

## Lunch Procedures:

Lunches will be distributed upon departure.  
Every child present will receive a Grab and Go  
lunch.

# Drop off in the Morning:

- There will be no Before and Aftercare provided at this time, as groups cannot be mixed.
- 1 of the room teachers will be outside with gloves, face mask, shield and thermometer. The teacher will take the child's temperature while they are in the car. If their temperature is over 100.4 they will not be allowed in school. If their temperature is less than 100.4 the teacher will pass them off to office staff personnel and then the office staff will pass the child to the teacher in the classroom.
- Every child must be screened and signed in. Parents will use the Sandbox app to log signing in and out, as well as the office of licensing temperature log. A paper sign out sheet will also be available.
- Parents will not be permitted to enter the building, unless it is an emergency
- No person shall exit the vehicle except for the enrolled child
- Limit direct contact with parents/guardians
- Refrain from hugging and shaking hands
- Food, toys etc. from home will not be allowed into the school building.

## Face Covering/Face Shields

Cloth face coverings may help prevent the spread of Covid-19 from people who may not know they have the virus

•Staff members must always wear face coverings face (a mask AND face shield) within the facility. When feasible, children, ages 3 and older, will wear face coverings (a mask **AND** face shield) within the facility. Masks must be removed during rest time and high activity should be eliminated when masks are worn. **Cloth face coverings should:**

-fit snugly, but comfortably against the side of the face

- allow for breathing without restriction

-Be able to be laundered and machine dried without damage or change to shape

•Parents will be notified immediately if their child has difficulty while wearing a mask (ie. Runny nose, asthma)

**Carolyn Stokes Preschool will provide personalized cloth, child-sized masks and face shields for each student. The masks will be kept at the school and laundered before repeated use. All staff members will also be provided with cloth masks. Face coverings MUST be worn at the point of entry.**

# Cleaning Procedures:

- Keep diluted bleach solutions and soap/water bottles for frequent use throughout the day
- In addition to diluted bleach solution and soap and water cleaning, high touch areas can be cleaned throughout the day with disinfecting disposable wipes
- Toys should be sanitized between each use. If not able to be sanitized, then should not be used.
- •Doorknobs and cabinet handles, countertops, light switches, classroom sink handles, sleeping cots, chairs, cubbies, playground structures.
- Use alcohol wipes to clean keyboards and electronics and wash hands after use.
- Surfaces that have been soiled by bodily fluids
- Mouthed objects (collect mouthed objects in a tub for washing and sanitizing)
- Toileting areas between each child's use; one child in the restroom at a time
- Playground equipment including jungle gym, between use by each group

## Cleaning Procedures (continued...)

- Keep surfaces clear so you can clean and disinfect them easily
- Store items that are not in use
- Provide as much open space as possible; create 2 of each interest area in the classroom
- Ensure an adequate supply of school, art and other supplies to preclude the need for sharing of items. Children's belongings and personal supplies shall be kept separate in individual storage bins or cubbies and sent home each day for washing.
- Limit shared toys to items that can be cleaned and disinfected easily.

Bathrooms will be cleaned after each child's use. Only **1 child** in bathroom at a time.

## Arrival into the classroom:

- Teacher will have each child wash their hands upon entering the classroom.
- Each child will be offered breakfast.
- Teachers will have a designated area for each child to sit and eat the breakfast.
- The day will start when the children are all present and breakfast is over.

# Hybrid instruction/Substitute:

- Each classroom will go hybrid 1 day a week.
- Hybrid schedule- Monday-blue room, Tuesday-yellow room Wednesday-red room, Thursday-orange room and Friday-green room.
- No more than 8 students per classroom
- Students must stay a minimum of 3 feet apart from other students
- Follow Creative Curriculum schedule
- Teachers will engage with face to face students and remote students
- Substitute teacher (Ms. Allison) will be used in case of emergency due to a teacher or teacher assistant's absence.



# COVID-19 Exposure Procedures

Response Procedures for COVID-19 Symptoms or Exposure

- i. Any confirmed or suspected exposure to COVID-19 occurring in a child care center must immediately be reported to both the Local Health Department (LHD) and the Department of Children and Families, Office of Licensing.
- ii. For children or staff members who develop symptoms of COVID-19 while at the facility:
  1. If a child or staff member develops symptoms of COVID-19 while at the facility, immediately separate the person from the rest of the population until the ill person can leave the facility. If the child has symptoms of COVID-19, the caregiver waiting with the child should remain as far away as safely possible from the child.
  2. If symptoms persist or worsen, the Center should call a health care provider for further guidance. Advise the employee or child's parent or caregiver to inform the facility immediately if the person is diagnosed with COVID-19.
- iii. For children or staff members who test positive for COVID-19:
  1. Centers that become aware of a COVID-19 positive case in their facility shall contact their LHD for guidance.
  2. Health officials will provide direction on whether a center should cease operations following the identification of a positive case in the facility. If temporary closure is ordered, the duration may be dependent on staffing levels, outbreak levels in the community and severity of illness in the infected individual. Symptom-free children and staff should not attend or work at another facility during the closure.
  3. All rooms and equipment used by the infected person and persons potentially exposed to that person should be cleaned and disinfected in accordance with CDC guidance referenced above. Centers uncertain about the extent of potential exposure shall clean and sanitize all rooms.
- iv. Returning to Child Care After COVID-19 Diagnosis or Exposure:
  1. If a staff member or child contracts or is exposed to COVID-19, they cannot be admitted to a center again until the criteria for quarantine or home isolation have been met.

## Protocol for ill students:

- Parents will be contacted immediately if their child experiences a fever, excessive coughing, or shortness of breath.

- If a child exhibits any of the above symptoms during drop off, they will not be admitted into school.

If the child exhibits symptoms while in the school building, the staff will take the child's temperature. If the temperature is over 100.4 the child will be taken to the isolation space. A staff member will stay with the child until a parent comes to pick them up.

- The child must be picked up promptly, preferably within 30 minutes. If the parent is unavailable to pick up within the 30 minute time frame, he or she must send a designee to retrieve the child.

- When arriving, the parent will call the main office and the child will be escorted outside by a staff member. The parent will be given the child's belongings from their cubby so that they can be cleaned and sanitized.

## Protocol for ill students (continued)

- The sick child will be excluded from attending school until we receive an official note of return from the child's doctor and or a negative COVID-19 result.
- We will advise the child's parent or caregiver to inform the facility immediately if the child is diagnosed with COVID-19.
- All rooms and equipment used by the infected person, and persons potentially exposed to that person, should be cleaned and disinfected in accordance with CDC guidance. If the center is uncertain about the extent of potential exposure, we shall clean and sanitize all rooms.

# Daily Reporting/Visitors/Parent Communication

- Office staff will keep logs for the attendance and temperature for the Department of Children and Families and Office of Licensing.
- Visitors will not be allowed into the building unless the agency is there for the protection and welfare of the children(Ex. Police, fire,DCF,OOF and Trenton School district etc.)
- Parents are allowed into the school building only to check on the welfare of their child.
- Parents are not allowed inside to pick up child or conduct business with the office staff.
- Parent communication will done through Sandbox, preschool website,email and by phone.

## Room Arrangement:

- Classroom will be divided into at least four (4) classroom areas
- No more than two (2) children will play in any one area at a time
- As much as possible, each child will have a specific set of materials/utensils/instruments to use. These should be stored in a bin labeled with the child's name and sanitized after each use.
- Floor tape will be used on tables and floor as a visual reminder to social distance and to limit traffic
- Keep windows and doors open as much as possible to maximize ventilation
- No water or sand/sensory tables, soft toys (foam toys or blocks, puppets, dolls, stuffed animals, etc.), play clothes/shoes or play food will be used

# Playground: (taken from CDC website)

- Routinely clean high touch surfaces made of plastic or metal, such as grab bars and railings.
- Do not clean and disinfect wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand).
- Consider restricting your use of play structures or equipment that position children close by one another (for example facing each other on a tire swing, crawling close together in tunnels, or enclosed with one another in fort-type structures.)
- Stagger use of playgrounds and play spaces by reducing the group size in the play area at one time or remaining in cohorted groups while sanitizing shared objects and high touch surfaces between groups.
- After use of a shared space, require all children to wash their hands with soap and water for at least 20 seconds.

# Pick Up in the Afternoon:

- Teachers will ensure that all students are dressed and ready for departure by 5 minutes to dismissal time.
- Parents will be told that they can pick up their child at the playground gate on fair weather days. During inclement weather, the parents can come to the far glass double doors and pick up child under the awning. The parent is not allowed inside the classroom. The teacher/assistant will open door for child to walk 3 feet to their parent. Parents will use the Sandbox app to sign out the child or the sign out on the hard copy form. Custodial binders will be on hand to properly identify the person picking up, if other than the parent. The person picking up must present a photo id and the school must be informed prior to pick-up
- If a parent will be picking up earlier or later than the designated dismissal time, they must call the school at least 30 minutes ahead of dismissal time, as well as once they arrive.
- Any child who is not picked up by 11:45 will remain in the classroom with the teacher until a parent/guardian arrives. Late fees will be applied.
- The vehicle must have proper car seat or booster seat in order for the child to be released