

## Carolyn Stokes Preschool's COVID-19 Precaution Checklist

### Health Checks/ Arrival/Departure

- Carolyn Stokes Preschool is only offering 100% in-person, full-day instruction. There will be Before and Aftercare available, with a limited number of participants.
- A staff member will be outside with gloves, a face shield and thermometer. The staff member 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. After sanitizing hands at the door, the office staff will pass the child to the teacher in the classroom.
- Every child must be screened and signed in by a staff member. A paper sign-in sheet will also be available for parents who NEED to escort their child into the building.
- We ask that parents limit their entry to 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.
- Visitors to the center, including parents, third party service providers (e.g. therapists, tutors), contractors, inspectors, and all other non-emergency personnel are subject to the same symptom screening as children and staff before being admitted to the center. Visitors to the center must adhere to the same masking requirements as staff.
- All students, families, staff, and guests will be asked to sanitize hands immediately upon entering the building.

### 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 educational portion of the day will begin at 9:00am.

#### Departure from the center:

- 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 from the playground, weather permitting. The parent is not allowed inside the classroom. The teacher will open door for child to walk 3 feet to their parent. All children must be signed out when picked up. 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.
- The vehicle must have proper car seat or booster seat in order for the child to be released

#### Classroom Instruction

- No more than 15 students per classroom
- Personal face shields and masks will be provided by the teacher. Students are encouraged to wear a mask AND face shield, and stay a minimum of 3 feet apart from one another.
- Follow Creative Curriculum daily schedule
- Sheets, blankets, and masks will be stored in plastic bags and laundered weekly.
- Improve airflow in the classroom by opening windows/screen doors; use of air purifiers and exhaust fans
- Students are permitted to attend field trips

#### Gross Motor

- 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).
- Individual gross motor materials ordered for each classroom. Items will be disinfected daily after use.
- Restricting use of play structures or equipment that position children close by one another. Disinfect the structure before and after play.
- Stagger the use of the playground and play spaces by reducing the group size in the play area at one time or remaining in designated classroom 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.

### **PPE and Safety Items**

- Disposable face masks
- Disposable gowns
- Washable adult coverings for clothing
- Disposable gloves
- Washable face masks or students
- Face shields for staff and students
- Dividers for isolation space
- Hand sanitizer and dispensers
- Plastic containers for students' personal materials
- Walkie Talkies
- No Contact Thermometers
- Portable sneeze guards
- Alcohol wipes
- Clorox bleach

- Lysol
- Clorox wipes

### **Wellness Area**

- The wellness area will be located in the Family Worker's office, isolated by a clear partition.
- Sick children will remain in this area until picked up by parent. The area will be sanitized after the child's departure.

### **Parent Communication (Health/COVID concerns)**

- The school will continue to communicate with parents via text message, email, our website, and social media
- The school will also use "Sandbox Parent App" to communicate with parents as developments occur.
- The school will conduct ongoing surveys to gauge parents and collect feedback on our hybrid reopening.

### **Cleaning Procedures:**

- We have contracted with Summit Facility Solutions, who will be providing preventative Covid-19 sanitization services prior to our reopening and as needed in the future.
- 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 will be sanitized between each use. If not able to be sanitized, then the toy will 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
- 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.

### **Visitors and Guests**

- 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, OOL 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 the building to pick up child or conduct business with the office staff.
- All other guests may only visit once all children are dismissed for the day.

### **Return Procedures after COVID diagnosis**

- The sick child or staff member 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 parents in the child’s classroom will be informed of the positive/possible COVID case. The class will not resume until 2 weeks or until the possible case has been proven negative.
- All rooms and equipment used by the infected person, and persons potentially exposed to that person, will 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.

#### **Current Staff Vaccine Data**

- Currently, 50% of the staff at Carolyn Stokes Preschool has reported that they have received the COVID-19 vaccine.