

# **Waikeola Church Preschool COVID-19 Management & Prevention Plan**

Updated December 11, 2020

## **Overview**

As the state and federal management of the COVID-19 Pandemic continues to evolve, the health and safety of all children, families and our staff at Waikeola Church Preschool remains our top priority. We have raised our already demanding standards to an even higher level with new protocols and procedures for health, safety, and the well being of our staff, keiki, and entire Waikeola Church School family.

This plan provides specific details and procedures in which our dedicated staff is committed to, to ensure the health and safety for all. In this ever-changing world, we are continually updating our processes and protocols in accordance with the most recent Centers for Disease Control and Prevention (CDC) guidance. Our school will do a thorough and detailed cleaning of the entire facility with focus on high-contact areas such as tables, equipment, restrooms, toys, and outdoor play structures.

## **How Does COVID-19 Spread**

The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with virus and then touch your eyes, nose or mouth, although this is not the primary way the virus spreads.

## **Cleaning and Disinfection of Facility**

The following link provides guidance for cleaning and disinfecting in schools and child care programs, and will be the guidelines that we follow. This guidance is based on the Centers for Disease Control and Prevention (CDC) recommendations for schools, workplaces, and community locations:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

## **Social Distance Strategies**

- Faculty and staff must wear a mask at all times while on campus, with the exception of eating meals. If faculty, staff, or students have underlying medical conditions that make it difficult to wear a facemask, then a face shield is acceptable.
- Children 3 and over are required to wear a mask to school until they get their temperature checked, and after confirming the child is fever-free, the mask may be removed. If the child becomes sick while at school, they will be asked to put the mask back on
- Any special events such as festivals, holiday celebrations, and special performances are canceled for the time being
- Outdoor group play times will be staggered and limited to one group use for designated times
- Nap cots will be spaced out as much as possible (ideally 6 feet apart and placed head to toe in order to further reduce the potential for viral spread
- Non-essential visitors are not allowed onto campus

## Healthy Hygiene

- All children, staff, and volunteers will engage in hand hygiene at the following times:
  1. Arrival to the facility and after breaks
  2. Before and after preparing food or drinks
  3. Before and after eating or handling food, or feeding children
  4. Before and after diapering
  5. After using the toilet or helping a child use the bathroom
  6. After coming in contact with bodily fluid
  7. After handling animals or cleaning up animal waste
  8. After playing outdoors or in sand
  9. After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Hand sanitizer will be available at the front gate and in each classroom. Hand sanitizer needs to be monitored by an adult at all times.
- Hand sanitizing dispenser are available at the entry points and various locations
- Children are to be supervised when they use hand sanitizer to prevent ingestion
- Children will be assisted with hand washing to ensure proper and effectiveness
- Staff should also wash hands after assisting children with hand washing
- Posters describing hand washing steps will be provided near all hand washing sinks:  
<https://www.cdc.gov/handwashing/posters.html>
- Emphasis on covering coughs and sneezes will be implemented to limit exposure; individual must wash hands immediately to help prevent spread of germs
- Children must wear covered shoes (crocs are okay) and will clean their shoes, upon entry to their classrooms, by stepping into a cleaning solution
- Train all employees and children (as appropriate for their age on the importance of frequent hand washing, proper sneezing/cough etiquette, the use of hand sanitizers with at least 60% alcohol content and give clear instructions to avoid touching hands to face.

## Drop-Off/Pick-Up

- Auto-line (curb side drop off) will have a designated drop off location different from on-campus drop off.
- Parents/adults using auto line need to wear a mask during drop off/pick off
- Curb-side drop off is highly encouraged for children capable and comfortable with this process to minimize the adults coming onto campus
- Curbside pick up for older aged children will be implemented and staffed accordingly to ensure safety
- Staff, parents, and all visitors on campus need to wear masks at all times and practice a 6 - foot distancing from non-family/household members. If faculty, staff, students, or visitors have underlying medical conditions that make it difficult to wear a facemask, then a face shield is acceptable.
- Staff will verify with the parents that their child have not experienced COVID-19 symptoms for 14 days prior to return. Per guidelines, a form needs to be completed and signed prior to return to school.
- If anyone has been exposed to COVID-19 they may not enter the facility.
- Hand sanitization stations are set up at the entry points for children to sanitize when they enter campus, children will wash hands immediately with soap and water upon arrival and before entering the classroom
- One designated drop off/pick up person is allowed to pick up the child(ren) from school
- We encourage that the same designated individual complete drop off and pick up duties daily
- The adult picking up the will need to remain at the gate; a teacher will bring the child to the designated drop off/pick up person

- If an adult or visitor needs to come on campus, they need to take their temperature (to screen for fever) prior to coming on campus, wear a mask at all time, and sanitize their hands.
- We will be limiting the amount of visitors on campus, to decrease outside exposure

### Sick Policy Changes

- COVID-19 will be amended into our sick policy.
- A COVID test will be required for any child, or members of the child's household, that travel outside of Oahu, before the child can return to school. Otherwise, if the child or family member(s) forgoes the COVID test, the child may also quarantine for 14 days prior to returning to school.
- Children ages 3-5 will be required to wear a mask to school, unless they have a hard time breathing. After the child gets their temperature checked, and are confirmed fever-free, the mask may be removed. If the child becomes sick while at school, they will be asked to put the mask back on
- Children 2 and under are not required to wear masks
- Masks will not be worn during naptime

### Screening Upon Arrival

- Parents and/or designated drop off individuals will be asked to take their child's temperature prior to arrival on campus
- Parents and/or designated drop off individuals will be asked by faculty & staff to confirm that the child is not ill or does not have a fever (100 degrees or higher), shortness of breath or cough
- Faculty and staff will make a visual inspection of the child for signs of illness, which include flushed cheeks, rapid or difficulty of breathing (without recent fatigue), extreme fussiness, extreme fatigue, coughing or running nose
- Child's temperature will be taken by a faculty or staff member with the following procedures and precautions that it does not measure over 100.4F, once the child is confirmed to be fever-free, he or she can remove his/her mask
- For temperature checks on multiple individuals, a clean pair of gloves is to be used for each child and that the thermometer has been thoroughly cleaned in between each check
- For disposable or non-contact (temporal) thermometer use in which faculty or staff did not have physical contact with an individual, there is no need to change gloves before the next check
- For non-contact thermometers use, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client; wipe can be reused as long as it remains wet
- After each screening, PPE will be removed and discarded, hands washed; see proper removal instructions here: <https://www.cdc.gov/niosh/npptl/pdfs/PPE-Sequence-508.pdf>
- Faculty or staff member will use alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds
- For hands that are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer

### Food Preparation and Meal Services

- Meals will be served on the lanai with keiki spaced appropriately
- Caregivers will plate each child's meal to serve it, so that multiple children are not using the same serving utensils
- All individuals must wash hands with soap and water prior to food preparation and after assisting children eating; use of gloves is required if serving or handling food items
- Sinks used for food preparation should not be used for any other purposes
- Caregivers will ensure children wash hands prior to and immediately after eating
- Between staggered meal times or indoor play times, wipe down and disinfect tables.

### Sanitization Services

- Use a specially mixed disinfectant solution caregivers conduct hourly (or more often if necessary) vigorous cleaning and disinfecting of all highly touch surfaces and toys, door handles, and light switches everyday with Clorox and water
- Janitorial services occur daily during evening times when program is closed to ensure additional cleaning and disinfection of highly touched surfaces
- Classroom and office spaces are professionally sanitized with EPA approved methods and equipment.
- Classrooms, high touch surfaces, and restrooms will be cleaned and sanitized restrooms on a schedule, frequently throughout the day.
- Outdoor play areas will be sanitized after each group is done playing.
- Avoid use of items that are not easily cleaned, sanitized or disinfected (plush toys, sand table, water table). Playdoh and similar materials should be kept in separate bags labeled for each child's use.
- Close off areas used by any person exhibiting COVID-19 symptoms and do not use them until they have been cleaned and disinfected. Wait at least 24 hours before cleaning to reduce risk to individuals cleaning the area.
- The program will ensure safe and correct application of disinfectants and keep them away from children at all times.
- Children will store their personal belongings in their designated cubbies. All sleep materials will be sent home daily for cleaning.
- There will be bins located in the classrooms to hold toys that need to be disinfected before the next use.
- All supplies and high-touched materials, such as art supplies, should be assigned to each individual child or a group of children at a time to be sanitized for the next group to use.

### If a Child or Staff Member Becomes Ill

- When a student or staff member develops any symptoms of illness consistent with COVID-19 (e.g., new onset or worsening cough OR shortness of breath OR at least two of the following symptoms: fever of 100.4°F, chills, muscle ache, headache, sore throat, loss of taste or smell) in a school or child care setting the following procedures will ensue:
  - The individual (child or staff) will be isolated in a separate room (music room) and wait to be picked up, or (staff) until they are able to leave the facility on their own
  - Hygiene supplies will be available, including a cloth mask, facial tissues, and alcohol-based hand sanitizer
  - PPE's available include gloves, masks, face shields
  - Parents or designated pick up person will be contacted for immediate pick up of the child or staff member, if staff member is unable/not well enough to leave on his/her own
  - Staff who are monitoring the student or staff member with symptoms will practice social distancing when possible
  - Once the ill individual leaves, the isolation space will be closed off and properly cleaned and disinfected
  - High-touch surfaces, focusing on areas where the person is known to have been and items they have touched (e.g., individual desk, cot, recently used toys, shared equipment) will be cleaned and disinfected
  - Gloves will be utilized when cleaning and hands washed after removing gloves

### General Precautions/Procedures for Cleaning the Facility after an ill child/staff has been identified

The risk of getting COVID-19 from cleaning is low. The following are general precautions for staff for cleaning process:

- Staff should not touch their face while cleaning and wash hands thoroughly after cleaning
- Staff will wear disposable gloves when cleaning and handling trash and if possible, should change clothes at the end of cleanup process; staff are asked to keep a change of clothes at work
- Clothing worn while cleaning should be placed in a plastic bag until it can be laundered; laundering should be done as soon as possible and done safely at home
- Cleaning staff will thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed
- Staff who are responsible for cleaning and disinfecting will be trained to use disinfectants safely and effectively and to safely clean up potentially infectious materials and body fluids – blood, vomit, feces, and urine

### Physical Distancing

- Each class group will remain the same each day: same kids and same teachers
- Childcare groups will be distanced by using different parts of the campus such as playtime.
- We will be using the PE schedule for outdoor play so times will be staggered.
- Children will be spread out in the classroom as well as lunchtime to limit amount of students on each table.
- We will be implementing staggered arrival times.
- Our program will minimize activities that require close contact such as lines, circle time, and sharing of materials.
- Staff and parents will avoid spending unnecessary time at the facility and classroom.
- When serving lunch, the teachers will serve each child on a separate plate. We will not be doing family style eating.

### Facility Safety

- All visitors will be logged in our logbook.
- AC will remain on in the classroom as well as the doors and windows opened.
- Facility will check water, fountain areas to assure the water quality are safe to use from shutdown.
- We will be using Hawaii Employment as our trained back up staffing
- We have adequate supplies of bleach, facemasks, hand sanitizer and soap.  
Will communicate to all staff safety protocols including appropriate points of contact (local officials) to report violations.
- Our send home procedure if a child gets sick is having them isolate in the music room with an adult until parents can pick them up.
- We will notify local health officials, staff and families immediately of any possible child, visitor or staff cause of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
- There will be signs on the gates and by the hand washing stations to educate both staff, parents, and students of hand washing, face masks, and social distancing.
- Safety protocols will be publicly available for employees and parents.
- Parents will receive this new policy and procedures through email.
- We will share with the families the COVID-19 related program policies and how to notify the facility if they have had contact with COVID-19

### Employee Support

- We will communicate with staff on a regular basis to get feedback. Please contact me, Cheryl Larrua, if you have any comments, concerns, questions, or feedback

- Ms. Dorie is also a designated contact person to respond to COVID-19 concerns. Employees will know how to contact her by email or phone.
- Ms. Sozic will be making sure all supplies are ordered
- Each bathroom will have a cleaning schedule and wipe down after each group to be sanitized.