

# Joyce Preschool COVID-19 Preparedness Plan



**This document is current as of August 31, 2020 and does not reflect guidance or requirements issued after that date.**

## **1. Frequent Handwashing**

- Upon arrival, each child will wash hands or be given hand sanitizer with teacher supervision.
- The daily classroom schedule will include additional handwashing breaks. All children and teachers will wash hands between activities, before and after eating, and after coming in from outside.
- Children will wash hands with teacher supervision after using the bathroom, and after blowing their nose or coughing/sneezing on their hands.

## **2. Cleaning and disinfecting**

- Joyce Preschool already follows strict DHS guidelines around cleaning and sanitizing toys and surfaces, which we will continue to follow and increase in frequency in light of the COVID-19 pandemic.
- Daily cleaning and disinfecting procedures will be intensified, with designated staff cleaning specific areas to minimize exposure risk.
- Hard surfaces and frequently touched surfaces will be cleaned and sanitized after each use.
- The following items will be disinfected at least once per day (or more depending on how frequently used):
  - o Door handles
  - o Stair rails
  - o Classroom tables, chairs, and countertops
  - o Light switches
  - o Shared toys or other classroom materials
  - o Telephones and buzzer keypads
  - o Shared computers and work stations
- Shared computers will have signs posted instructing proper hand hygiene before and after using them to minimize disease transmission.
- Pens used by caregivers to sign in/out will be sanitized in between uses.

### 3. Arrival and Departure

- **At both sites:** it will be very important for caregivers to be as timely as possible with their pick up and drop offs with the additional procedures staff must take, in order to ensure the safety of staff and kids and to not interrupt the learning environment of the classrooms
  
- **Joyce-Hiawatha:**
  - Buzzer will be used only to communicate with caregivers, not to allow caregivers into building.
  - **In a car:** caregivers will park along 16th Ave and wait for teacher to come screen and collect child.
  - **On foot:** caregivers and children will wait at Door 3 for teacher to bring child to classroom. Families are asked to stand at least 6 feet from other families while waiting.
  - Sanitizing wipes will be used on pens used by caregivers when signing a child in/out. Used pens will be stored in a designated bucket until they can be cleaned, and only clean pens will be used for sign-in/out.
  - Caregivers will ring the doorbell or call the classroom phone to notify teachers/staff of their arrival for pick up so that teachers can safely bring kids to the door.
  - All children will be screened before entering the building:
    - Temperature will be taken with a contact-free thermometer. If child has a temperature of 100.4 degrees or higher that child will be excluded from school that day.
    - Caregivers will be asked to answer a series of questions about symptoms and any possible exposure to COVID-19.
  - All staff will take their temperature upon arrival to their Joyce site.
  - All children will use hand sanitizer with adult supervision upon arrival to their Joyce site.
  
- **Joyce-Park Avenue:**
  - Buzzer will be used only to communicate with caregivers, not to allow caregivers into building.
  - **In a car:** caregivers will park in parking lot loop and wait for teacher to come screen and collect child.
  - **On foot:** caregivers and children will wait at parking lot door for teacher to bring child to classroom. Families are asked to stand at least 6 feet from other families while waiting.
  - Sanitizing wipes will be used on pens used by caregivers when signing a child in/out. Used pens will be stored in a designated bucket until they can be cleaned, and only clean pens will be used for sign-in/out.

- o Caregivers will ring the door bell or call the office/classroom phone to notify teachers/staff of their arrival for pick up so that teachers can safely bring kids to the door.
- o All children will be screened before entering the building:
  - Temperature will be taken with a contact-free thermometer. If child has a temperature of 100.4 degrees or higher that child will be excluded from school that day.
  - Caregivers will be asked to answer a series of questions about symptoms and any possible exposure to COVID-19.
- o All staff will take their temperature upon arrival to their Joyce site.
- o All children will use hand sanitizer with adult supervision upon arrival to their Joyce site.

#### **4. Plans for sick children, staff, and volunteers**

- All children and caregivers will be screened before children enter the building:
  - o Temperature will be taken with a contact-free thermometer. If child or their caregiver has a temperature of 100.4 degrees or higher that child will be excluded from school that day.
  - o Caregivers will be asked to answer a series of questions about symptoms and any possible exposure to COVID-19.
- All staff will take their temperature upon arrival to their Joyce site.
- Staff are instructed to notify their supervisor of any symptoms, and not report to work if experiencing symptoms. They should also seek advice from a medical practitioner and keep their supervisor informed as to when they can return to work.
- Staff who have been exposed to a confirmed positive case of COVID-19 are instructed to stay home. Staff may return to work after 7 days if they have had no symptoms, OR after receiving a negative COVID-19 test result.
- Staff who become ill with COVID-19 are instructed to stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.
- Classroom volunteers will not be permitted during the 2020-21 school year, with the exception of teaching interns who would have a regular schedule and participate in the same safety training that staff receive.
- Children with a temperature higher than 100.4 or other symptoms, or who have been exposed to someone with a confirmed positive case of COVID-19 will be asked to stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms. If a child has COVID-like symptoms that are later diagnosed as something else (strep, flu, etc.) they may return to Joyce sooner than 10 days with a doctor's note and when symptoms have improved.
- In the event of a confirmed case of COVID-19 among Joyce staff or students, all families, staff, and building partners will be notified immediately. Those who were

directly exposed (in the same classroom or office) will receive phone calls as well as text messages through the Remind app and emails. Families, staff, and building partners in the same site, but who were not in direct contact with the individual, will receive text and email notifications. Families are encouraged to sign up for the Remind app to receive Joyce notifications.

- If there are 3 confirmed cases of COVID-19 at one Joyce Preschool site in the period of a week (7 days), that site will close for two weeks.

## **5. Social distancing throughout the day**

- Group sizes will consist of no more than 10 people (adults & children) in an area of a classroom; total class sizes may still be up to 18 kids (Park) and 16 kids (Hiawatha)
- Schedules will be maintained to ensure that groups do not overlap in hallways, playground/gross motor settings, and bathrooms, and will provide for breaks in between groups to clean, disinfect and air out spaces.
- Cots will be spaced apart during naptime and children will be placed head to toe.
- For circle times and other seated activities, children's seats will be spaced apart and visuals will be used to remind children to maintain distance.

## **6. Source control and cloth face coverings**

- All Joyce Staff will wear face masks when in group settings. The only time that masks are permitted to be taken off is if a staff person is at their desk with no one else around.
- Children 5 and under will not be required to wear face masks. Families may send their child with a face mask if they wish to.
- Children will be provided with face shields which will be sanitized at the end of each day. Face shields are not required but will be encouraged as long as children are able to wear them safely.
- Joyce staff will maintain 6 feet of social distancing as much as possible throughout the work day.

## **7. Workplace ventilation**

- Windows will be open whenever possible.
- Children will spend time outdoors during each class session, unless weather does not permit (heavy rain, thunder and lightning, or temperatures too hot or cold to safely spend time outside).
- Air purifiers with HEPA (high-efficiency particulate absorbing) filters will be placed in every classroom and office space.
- Classroom doors will be propped open as much as possible to promote air flow.

- Partner buildings will change furnace filters frequently to capture as much air particulate as possible.

## **8. Playground use**

Joyce's protocols for playground use will differ by site:

### **Park Avenue:**

- Park Avenue's natural playground does not include play structures that need to be cleaned in between groups.
- Groups will have their own sets of outdoor toys and materials that they will bring outside with them, and collect to bring back in after use. Each group will also clean and sanitize playground toys between each use.
- Children will wash hands after playing on playground.

### **Hiawatha:**

- Joyce Preschool students will avoid using playground equipment on Hiawatha playground.
- Students will wash hands after playing outside.
- Students will play in grassy playground area where there aren't any surfaces that can transmit the coronavirus.
- Groups will have their own sets of outdoor toys and materials that they will bring outside with them, and collect to bring back in after use. Each group will also clean and sanitize playground toys between each use.

## **9. Meals and snacks**

- Children will bring their own food from home and will not share food, as is consistent with Joyce policies.
- Children will be seated at tables with as much space as possible between them.
- Tables and chairs will be cleaned and sanitized before and after meal times.
- Children will wash hands before and after meal times as well.
- If water is poured from a Joyce pitcher, it will be into single-serve paper cups which will be thrown away in a lined bin and the Joyce pitcher will be cleaned and sanitized every day.

## **10. Field trips and events**

- Joyce Preschool is not planning any field trips or large in-person events for the 2020-21 school year.
- Any classroom or family events that typically occur during a school year will be reimagined to be a virtual event or replaced with a different activity that does not require a large group of people to gather.

## **11. Communications and training**

- The plan will be translated into Spanish and shared with all families in their preferred language.
- The plan will also be posted on our website and on the walls at each site.
- Families will receive additional guidance and reminders about the plan during Welcome Days, as teachers communicate individually with each family.
- All staff will be trained in this plan during the first week back to work for teachers (the week of August 17<sup>th</sup>).

## **12. Other considerations**

- No toys from home will be permitted.
- No birthday treats or other outside food for sharing will be allowed this year.