

Union Church of Hinsdale Early Childhood Program (UCECP)

School Reopening Plan: Response to Section 407.605

Updated on 7/19/20

Enhanced Risk Management Plan

Our school has enhanced the existing risk management plan to establish procedures to be followed in a declared emergency or crisis.

Exclusion policy for staff and children in accordance with IDPH regulations and recommendations:

We will follow CDC guidelines for sick children and staff. We are strictly enforcing the policy that children and staff must be healthy to attend. If a person presents with any symptoms of COVID (including but not limited to the following list), this person may not return until he or she has received written and explicit medical clearance from his/her doctor.

- Fever or chills * see extended regulations below
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Rash

* Any person with a fever (100 or higher) will not be able to attend until they have been fever free for 72 hours without the use of medication and have a written note from a health care provider.

No symptomatic persons may enter our facility. Any person who develops symptoms on site will be isolated from the group and sent home.

No persons who suspect they have been in contact with COVID-19 may enter our building. This includes people who have been in contact with someone who is being tested for COVID-19. Once either the person can prove that the test results were negative or that they were self-isolated for two weeks and have been symptom free, they can return to the school.

If a person is diagnosed with COVID-19, he or she may not return to the building until ALL three of the following are met:

- Individual is free from fever without the use of fever-reducing medications for at least 72 hours.
- Individual is no longer showing symptoms, including cough.
- It has been at least 14 days since the onset of the individual's illness.

A note from a medical provider either shows a negative test result or that the person is no longer communicable and may return to a public setting.

UCECP ADDITIONAL IMPLEMENTATION

In addition to the restrictions listed above, we will be asking all members of the UCECP community (staff, parents, children and caregivers) to abide by and sign a covenant. This covenant will be to assure that everyone is being honest and diligent with all the polices to keep our community safe. We must all do our part to assure safety. Families that break this covenant will be dismissed from the school and unable to return.

The school will notify all parents or legal guardians, in accordance with IDPH recommendations, when any communicable disease or condition has been introduced into the program:

If a person is diagnosed with COVID-19 after being in the building, *all families will be notified of this diagnosis*. The identity of this person will remain confidential. This notification will be sent via email with an attached request that the family acknowledge receipt of this communication. The Executive Director will notify the local DCFS licensing office by phone and IDPH at 1-800-889-3931 or DPH.SICK@ILLINOIS.GOV immediately upon being informed of licensee, staff or child exposure to COVID-19 and follow-up in writing to local DCFS licensing office. In addition to this they will call the County Health Department to inform them and they will help to determine any additional steps that may need to be taken. When notifying DCFS, IDPH, and the Health Department, ensure you are giving sufficient information and details that include but are not limited to the following: last day the individual was in the center, the date the notification of the positive test was received, the day that notification to the facility's families (following HIPAA guidelines) that information for a positive case or a possible exposure to a positive case was sent, and cleaning and disinfecting procedures that have been taken at the facility.

If a person is diagnosed with COVID-19, *a specific email will be sent to the families that this person may have had contact with*. The identity of this person will remain confidential. This notification will be sent via email with an attached request that the family acknowledge receipt of this communication. Any family that does not respond that they have received this communication will be contacted by phone by the Executive Director. The Executive Director will notify the local DCFS licensing office by phone and IDPH at 1-800-889-3931 or DPH.SICK@ILLINOIS.GOV immediately upon being informed of licensee, staff or child exposure to COVID-19 and follow-up in writing to local DCFS licensing office.

Families and staff are expected to immediately notify the school if someone in their home tests positive or if the child has been in close contact (within 6 feet for greater than 15 minutes) with a positive case.

Signage will be posted outside all entrances restricting entry to anyone with symptoms of illnesses/respiratory infection. In addition to this:

All doors will state that we are limiting all non-essential visitors to the building during school hours.

The corridor doors to the school area will state that no person can enter without contacting the Executive Director for proper screening that will take place outside or in the covered breezeway.

Revised arrival policy for all staff:

All staff will be required to have their temperature taken and answer a health questionnaire upon arrival. This will be documented daily. Anyone with a temperature of 100 or higher will not be permitted to work in accordance with our revised protocol. Anyone that fails the health questionnaire will be unable to work in accordance with our revised protocol. The health questionnaire is listed below in the protocol for children's arrival.

Revised drop-off and pick-up procedures and daily health check policy for children attending the school:

All children will arrive in a car-pool system. This will assure that there is social distancing during drop-off. Families will need to allow extra time for drop-off due to the enhanced procedures. If a family would prefer to not participate in the car-pool system, they can contact the Executive Director for specific instructions. For car-pool the following procedures will happen:

- When a car arrives at the check point, all people within the vehicle will be wearing a mask.
- A teacher will remove the child(ren) attending from the car wearing gloves and a mask. This will be a familiar and consistent teacher each day.
- The child(ren) attending school must wear a face mask in all corridors and hallways.
- As the child is being removed from the car, A different staff member will approach the car (wearing gloves and a face mask) and hold a sign asking:
“Have you or anyone in your household come in close contact with a person with a confirmed or suspected case of COVID-19? Have you or anyone in your household felt unwell in the last few days, including any of the following symptoms: a fever, shortness of breath, cough, flu like symptoms, headache, fatigue or a recent loss of smell or taste?”
 - ✓ If the family member responds no, this will be documented, and the child will move on to the health check station.
 - ✓ If a family member responds yes, the child will be placed back into the car and denied attendance in accordance with our revised protocol.
- Simultaneously, the child(ren) will be taken to the health check station. At this station the appointed staff person will:
 - ✓ Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
 - ✓ Using a contact-free thermometer, the child’s temperature will be taken and documented. This temperature will be taken using the reliance upon personal protection equipment including a mask and gloves. 100 degrees will be considered a fever.
- If a child does not pass this health check, they will be returned to the car in accordance with our revised protocol. If a child does pass this health check, the car may leave, and the child will move on into the school.
- If a child does not pass the health check, the teacher must change their gloves prior to accepting another child.
- Once the child enters the building, they will use hand sanitizer, continue wearing their mask and be escorted to their classroom by a familiar and consistent teacher.
- Pick-up will be in a car-pool system. When a vehicle approaches all members in the vehicle must be wearing a mask. A familiar and consistent teacher will bring the child to the car wearing a mask and gloves. Once the child is in the vehicle, the vehicle may leave.

Cleaning procedures throughout the day, at closing and when school is closed, and staff are no longer present:

Upon arrival, teachers will inspect their classroom to assure that it was properly cleaned the night before. If they find that their room has not been cleaned properly, they will contact the Executive Director immediately for proper cleaning prior to student’s arrival.

As always, prior to children’s arrival teachers will make the daily sanitization spray in accordance with DCFS standards. The mixture will be tested on a test strip and the bottle will be marked with a date and time.

If children are rotating in small groups and utilizing a table space, the table space will be sanitized between groups.

A teacher will be assigned daily to maintain sanitization in the bathrooms and door handles. This teacher will sanitize the toilets, sink and counter every hour unless they determine it needs to be done more frequently.

As always, at the end of the school day the room (all surfaces and toys) will be sanitized at the end of the day in accordance with DCFS standards.

Once the school is closed and the teachers have left, the rooms will be cleaned by a cleaning company in accordance with the contract. The school has used a test strip on the chemicals being used on surfaces and the floors and can state that they are of the strength required by the CDC.

Enhanced handwashing procedures:

All children, staff, and volunteers should engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- 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.

Children will be supervised when they use hand sanitizer to prevent ingestion.

Staff will assist children with handwashing, including infants who cannot wash hands alone.

- After assisting children with handwashing, staff should also wash their hands.

PPE operational plan:

Masks are required as follows:

- upon exiting your car in the parking lot and anywhere on the premises of our building
- in hallways & when entering/exiting the facility for all persons over age 2

Mask guidelines outside of the listed requirements:

To slow the spread of COVID-19, program staff are shall wear a face covering while serving children and interacting with parents and families:

- Program staff are required to wear a face covering whenever 6 feet of physical distancing is not possible.
- When possible, and at the discretion of the parent or guardian of the child, programs should encourage wearing face coverings for children age 2 and older who can safely and appropriately wear, remove, and tolerate masks.
- When children can be safely kept at least 6 feet away from others, then they do not need to be encouraged to wear a face covering.
- Face coverings must not be worn while children are eating/drinking, sleeping, and napping. Strict and consistent physical distancing must always be practiced during these activities.
- Face coverings need not be worn while engaging in active outdoor play as long as children are able to keep physical distance from others.
- Children 2 years of age and older must be supervised when wearing a mask. If wearing the face covering causes the child to touch their face more frequently, staff should reconsider whether the face covering is appropriate for the child.

UCECP ADDITIONAL IMPLEMENTATION

The UCECP will be purchasing face shields for all staff and children. The teachers will be decorating the shields and delivering them to the child's home. We hope that this will add a special touch and enable children to feel a personal connection to their teacher and their shield.

Families will be required to provide a clean face mask for their children over age 2. Plastic face shields that cover all the face and meet CDC guidelines are encouraged so we can see the child's face and expressions.

Staff will be provided a plastic face shield. In addition to this, staff will be provided with disposable paper masks that will be discarded after each day.

Exceptions to Use of Face Coverings, may include, but are not limited to:

- Children under 2 years old
- Children who cannot safely and appropriately wear, remove, and tolerate face coverings
- Children who have difficulty breathing with the face covering or who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance
- Children with severe cognitive or respiratory impairments that may have a hard time tolerating a face covering
- Children for whom the only option for a face covering presents a potential choking or strangulation hazard
- Children who, due to a behavioral health diagnosis or an intellectual impairment, are unable to wear a face covering safely
- Individuals who need to communicate with people who rely upon lip-reading.
- Individuals who have medical conditions or disabilities that prevent use of a face covering.

A week's worth of PPE materials will be stored in each classroom. The additional inventory will be stored in the cleaning closet and clearly marked.

The staff person in charge of ordering and maintaining supplies will assure that we always have at least a month's worth of inventory. Our current inventory includes:

27 plastic face shields

120 disposable masks

12, 12oz. bottles of hand sanitizer that meet the CDC requirements

6 gallons of bleach

400 disposable latex-free gloves

All staff will be trained about proper usage of PPE items.

Isolation and discharge of sick children and staff:

Any child or staff member suspected of having COVID-19 or diagnosed with COVID-19 shall be excluded from the facility. Symptoms of COVID-19 are fever (temperature greater than 100.4F/37C), chills, sore throat, runny nose, cough, shortness of breath, muscle aches, headache, vomiting and diarrhea.

If staff suspect that a child is ill (using the revised protocol), they will:

- Contact the Executive Director or designee so the child can be removed from the room immediately.
- Provide the Executive Director or designee with a thermometer so temperature can be taken.
 - If the child does not have a fever and does not have any other symptoms, they will be able to return to the classroom.
 - If the child has a fever or is exhibiting other symptoms, the child will go with the Executive Director or designee to the vestibule.

- Classroom staff will contact the family to let them know that the child needs to be picked up from the vestibule.
- If needed, doors in the vestibule can be propped open allowing air to flow in this isolated space.

If a staff member becomes symptomatic while giving care, that staff member must cease childcare duties immediately and isolated until they can leave.

Enhanced Staffing Plan with Groupings and Ratios

In accordance with the current guidelines the following ratios will be maintained:

- Infants 1 teacher to 4 infants
- Toddlers 1 teacher to 5 toddlers – maximum group size of 12
- 2's 1 teacher to 8 two-year old's - 12
- 3's 1 teacher to 10 three-year old's - 15
- 4's/5's 1 teacher to 10 4/5-year old's - 15
- Kindergarten 1 teacher to 15 students - 15

A qualified early childhood assistant will work in the 2's and 3's rooms to increase the number of teachers to 2. This will be for no more than 3 hours a day.

A float will work between the infant and toddler room to provide needed support.

There will be no changes in staffing and all staff have been approved for their positions by DCFS.

The same staff shall always be assigned to the same group of children each day for the duration of the program session and while children are in care.

A qualified list of substitute teachers is in place and has not changed since DCFS review.

Children will remain with the same group each day while in care.

Groups will not be combined at any time, including on playgrounds.

Groups shall be cared for in separate rooms per licensing standards under which the program operates.

UCECP ADDITIONAL IMPLEMENTATION

The UCECP will be creating 3 additional classrooms to assure smaller group sizes in 2's, 3's and 4's. We will be capping the 5's class and the kindergarten class at 15 to assure a smaller group size. There will be an additional cost for these rooms that will be shared amongst the UCECP community.

These groups will stay together throughout the 20-21 school year and if able to do so, we will switch rooms to provide different experiences for these small groups.

Enhanced Plans to Assure Safe Inside and Outside Spaces

Use of shared waterplay, including pools, should be postponed at this time. Sprinklers are permissible if children practice social distancing.

Toys that cannot be cleaned and sanitized will not be used. This includes plush or soft items that cannot be cleaned.

Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves. They will be

cleaned with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dried. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.

Machine washable cloth toys will be used by one individual at a time or will not be used at all. These toys should be laundered before being used by another child.

Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.

Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.

Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Parents will be encouraged to leave an extra pair of shoes for their child's exclusive use at the school.

Teachers will ensure adequate spacing when children are napping or sleeping. This will be a minimum of 3 feet between each crib or cot when in use. When possible, children will sleep in a head to foot pattern.

The playground and other outside areas on the property will only be used by one group of children at a time.

Due to our schedule of the day, we will not have 30 minutes between groups using the playground. Therefore, the playground equipment will be disinfected between groups by the teacher who is designated as the sanitation/cleaning monitor for the day.

Large sensory bins or tables will not be used. Teachers will use individual sensory bins for any sensory play. Each child's bin will be labeled and disinfected after each use.

Teachers will provide children with an individual kit of age-appropriate materials to use that will be kept at the school. This will include things like crayons, markers, scissors, glue stick etc.

UCECP ADDITIONAL IMPLEMENTATION

Every child will have a supply bin for items like scissors, glue sticks, drawing and art supplies etc. These bins will be labeled and kept in the child's cubby to assure that they are only for their use. Every child will also have a sensory bin in their cubby that is labeled and only for their use.

Every program and classroom will be committing to spending more time outside. This will include during instructional times. We will be utilizing all the different and beautiful areas of the church grounds.

Within the classroom teachers will be changing their space to support social distancing as much as possible. This will include rotating small groups throughout the room.

Families will be providing their own individual snacks to assure safety and sanitization. In addition to this, children will be bringing a lunch from home.

If a child requires a transitional object from home to ease into their school day, it may not be a soft item and will be sanitized upon arrival.