



(COVID-19) Health and Safety Plan

Kinder Academy's primary concerns are for the health and safety of staff and the children in our care. We all must share the responsibility of engaging in preventive practices, and refraining from coming to work when symptomatic as identified by the MOHW for that particular infectious disease.

This plan is intended to help Kinder Academy make informed decisions about COVID-19 and minimize the risk of exposure to both the staff and the children in our care.

Kinder Academy will follow the updated health guidance outlined in this document.

Anyone showing signs of illness of any kind or who may have been exposed to COVID-19 should not be in Kinder Academy.

Symptoms of COVID-19

- fever*
- cough
- shortness of breath or difficulty breathing

Additional symptoms include chills, new loss of taste or smell, and vomiting/diarrhea (children only). While symptoms in children are similar to adults, **children may have milder symptoms.**

*Fever is determined by a thermometer reading **100.4 or higher** or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking.

(Requirement) Students/staff will be permitted to return to school with appropriate medical documentation from a licensed physician who has attended to and treated the child/staff if less than 14 days.

Drop-off/Arrival procedure:

- Before arrival: Ask parents to be on the alert for any symptoms of COVID-19 and to keep the child(ren) home if showing any signs of illness. *Parents should be held to the Kinder Academy Sick Child Policy*
- If possible, the same parent or designated person should drop off and pick up the child every day.
- Avoid designating those considered at high risk such as elderly grandparents who are over 65 years of age.

- Nursery & daycare parents must wash before signing child in and out at the designated area
- All preschool children will be met at the gate and signed in by a staff member.
- The staff person greeting children will not be a person at higher risk for severe illness from COVID-19.
- A designated staff will escort children to their classroom, and at the end of the day, walk them back to the pickup/drop off area.
- Staff should monitor and discourage congregation at arrival and drop-off.

Hand hygiene station will be set up at the main entrance, so that staff and children can clean their hands before they enter. Hand sanitizer will have at least 62 percent alcohol. Keep hand sanitizer out of children's reach and supervise use.

Prevent virus that causes COVID-19 from entering the building

- Temperature checks will be done on staff and children each morning
- Only children and staff who are required for daily operations and ratio inside the classrooms will be allowed
- Teachers are restricted to their classroom with their group of children.
- Masks will be mandatory for all staff and adults entering the property

(Requirement) A daily health screening will be conducted on all individuals who are entering the building.

Preventing the spread in the classroom

- Reduced class size to 10 children per class. 8 in daycare
- Follow social distancing strategies as much as it can be possibly done. Maintain ratio and adhere to the child care rules
- No parent will be allowed into the classrooms or nursery
- No shoes will be allowed in nursery/day care
- A change of shoes for indoor wear is required for all children
- Children are not allowed to go from class to class or the nursery
- Child care/classes will include the same group children each day and the same child care providers/teachers.
- Children will now be served lunches in their respective class rooms, with the exception of daycare children who will have all meals in the dining room
- Children will stay in their assigned rooms throughout the day including at naptime
- If possible, at nap time, ensure that children's naptime mats (or cribs) are spaced out as much as possible, ideally 3 feet apart. Place children head to toe in order to further reduce the potential for viral spread.
- Nurse and daycare staff will wear mandatory smock/apron everyday
- Isolation room for children and staff who get symptoms while at school
- All trips, or planned events will be canceled until further notice

Follow proper hand hygiene guidance for adults and children such as washing hands frequently with soap and water for at least 20 seconds (about as long as it takes to sing “Happy Birthday” twice). In addition to usual handwashing, make sure to wash hands:

- upon arrival in classroom in the morning, and at all times when entering classroom
- before and after eating meals and snacks
- after blowing noses, coughing, or sneezing or when in contact with body fluids
- after toileting or changing diapers

Proper ventilation will be utilized by increasing circulation of outdoor air as much as possible by opening windows and doors and the use of fans. Doors will not be opened if it poses a safety or health risk.

Follow cloth face coverings guidelines:

- When feasible, staff members should wear cloth face coverings at all times and when unable to maintain at least six feet distance outdoors.
- Cloth face coverings required for children over the age of 2 if it is determined they can reliably wear, remove, and handle masks following MOHW guidance throughout the day
- Cloth face coverings should **NOT** be put on babies and children under the age of 2 because of danger of suffocation.
- Staff will be trained on the proper use, removal, and washing of cloth face coverings.
- Avoid touching eyes, nose, and mouth.
- Cover coughs and sneezes with a tissue or an elbow.
- Sensory play sand and playdough activities is not allowed
- Children will be limited to one or two toys per day. These will be washed/sanitized every night
- Keep a designated bin for separating mouthed toys and maintain awareness of children’s behaviors.
- When a child is finished with a toy, remove it, place it in a toy bin that is inaccessible to other children, and wash hands. Clean and sanitize toys before returning to children’s area.
- One class in the play area at a time with increased time between play to allow for cleaning.

Hand sanitizer must be stored out of reach of children when not in use. Cannot be used for diapering or eating, preparing, or serving food

Sanitation and hygiene practices

- Only toys that can be cleaned /sanitized and disinfected at the end of the day will be used
- Stuffed toys will no longer be used by the children
- Parents will now be required to bring crib sheets/blankets every day, they must be taken home at the end of each day to be washed
- Staff will minimize use of shared supplies and label individual supplies and items.

A dedicated cleaning staff will:

- Clean and disinfect frequently touched surfaces throughout the day and at night, and items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, and playground structures.
- routinely check and refill/replace hand sanitizers, soap, and paper towels in toilet and hygiene stations
- Clean and disinfect shared tools, supplies, and equipment.
- Clean and sanitize all toys at the end of the day.

Children's books are not considered a high risk for transmission and do not need additional cleaning or disinfection.

Children or Staff who develops symptoms during the day

- **(Requirement)** If a child or staff member develops any symptoms of COVID-19, immediately isolate and send them and any family members home as soon as possible.
- While waiting for a sick child to be picked up, caregivers should stay with the child in the sick bay/isolation room isolated from others. If the child has symptoms of COVID-19, the caregiver should remain as far away as safely possible from the child (preferably 6 feet) while maintaining visual supervision. The caregiver should wear a cloth face covering. If tolerated, the child should wear a cloth face covering also.

Daily Health Screening of Staff and Children for COVID-19

Staff doing screenings should maintain a six-foot distance while asking questions. Ask each staff person and person dropping off children the following questions before they enter Kinder Academy. Exclude anyone who answers YES to the following questions:

Ask everyone who enters the building:

- Do you or do any of the children you are dropping off have a fever*, cough, shortness of breath or difficulty breathing, chills, new loss of taste or smell (vomiting or diarrhea, children only)?
- Have you or any of the children you are dropping off:
 - Had any of these symptoms since last time you were last here?
 - Been in contact with anyone with fever*, cough, shortness of breath or difficulty breathing, chills, new loss of taste or smell (vomiting or diarrhea, children only) since the last time you were here?
 - Has your child felt unwell in the last 3 days? (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste of smell, sore throat, congestion or runny nose, rash, nausea or vomiting, and/or diarrhea)

- Potentially been exposed** to COVID-19 or have reason to believe you/they have COVID-19? *Fever is determined by a thermometer reading 100.4 or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking. **Exposure is sharing a household or having close contact with anyone with COVID 19 or has symptoms of COVID-19.

Screen children and staff by:

- Making a visual inspection of the person for signs of infection such as flushed cheeks, fatigue, or extreme fussiness.
- Conduct temperature screening using the protocol below.
- Recording temperature and/or any symptoms on daily health screening log

Health screenings should be repeated periodically throughout the day on staff and children to check for new symptoms developing.

Temperature protocol:

- Parents & children waiting to be screened should stand six feet apart from each other.
- For the staff person taking temperatures, cloth face coverings should be worn. Stay six feet apart unless taking temperature.

Do not take temperatures orally (under the tongue) because of the risk of spreading COVID-19 from respiratory droplets from the mouth.

Kinder Academy's thermometer:

- Staff will wash hands or use hand sanitizer before touching the thermometer.
- Staff may wear gloves if available and change between direct contact with individuals.
- Clean and sanitize the thermometer using manufacturer's instructions between each use.
- Wash hands or use hand sanitizer after removing gloves and between direct contact with individuals.

Methods to Prevent the Spreading of an Acute Respiratory Illness

- Staff will be reminded to adhere to MOH prevention practices for cough and sneeze etiquette and hand hygiene. Appropriate supplies will be available in KinderAcademy, including hand soap and alcohol-based hand sanitizer (60-95% alcohol).
- Staff should clean high-touch surfaces at least once daily with a disinfectant.
- Staff are expected to stay home and contact their physician if they suspect they have been infected with the infectious disease.
- Staff should not return to work until they no longer require medication to manage their fever and cough. You are required to provide a note from your physician to validate your return to work if less than 14 days.
- Staff who are well but who have a sick family member at home with the infectious disease should notify the principal and refer to MOH guidance for how to conduct a risk assessment of their potential exposure.

- When there is a spread of infectious disease and staff need to care for a family member that does not reside at their home, staff may use their sick or annual leave for their absence.

Preparing for an Outbreak:

- The principal will maintain a staff team list with contact numbers.
- The principal will be aware of the critical functions within the community and identify an essential duty staff to support those tasks in the event of an outbreak. In all instances, there should be a person identified as a back-up in the event the essential duty staff/point of contact is not available. In general, there should be staff cross-trained to perform essential functions so that Kinder Academy can maintain its operations even when key staff are not present.
- Essential duty staff are those who have been pre-identified to perform the critical functions during an infectious disease event. Those staff will be notified of their responsibility and should ensure they have the proper equipment in place to follow through on those activities as required.
- Staff, that come down with symptoms while at work should notify the principal immediately and prepare to leave the premises. If necessary, staff should take measures to avoid coming in contact with other staff and children.
- If an employee is confirmed to have the infectious disease, the principal will inform fellow staff of their possible exposure to the infectious disease but maintain confidentiality as required
- While out sick, employees can designate others to maintain communication regarding their health status with the principal.

When an outbreak occurs

- Kinder Academy will follow emergency guidelines as announced by the MOH/ECC. If those guidelines are announced after business hours, and include the need to close the institution, the principal will ensure staff is notified.
- Staff will be alerted of the closure status by the Kinder staff memo “WhatsApp” group and other relevant updates.
- If the institution is open but the schools your {staff} children attend are closed, and you are not able to locate back-up child care, you should advise your principal.

Returning to KinderAcademy

Once the closure is lifted, staff will be informed by the principal and are expected to return to work as normally scheduled.

