

## **Deerfield Park District Preschool Policies Related to COVID-19**

The Deerfield Park District Preschool will be following COVID-19 guidance and directives set by the Department of Children and Family Service (DCFS), Centers for Disease Control (CDC), and the Illinois Department of Human Health (IDPH) for preschool. The number one priority is, and always has been, upholding our commitment to maintain a safe and healthy environment for children.

### **Enhanced Risk Management Plan**

The Deerfield Park District Preschool will follow the enhanced risk management plan as directed by DCFS. This plan identifies specific ways to reduce or eliminate the risks and helps us to establish the procedures to follow in an emergency or crisis. All staff will be trained in the implementation of this plan. Outlined below are the new guidelines included in this plan.

#### **1. Exclusion Policies**

Staff and children with serious illnesses, contagious diseases, and reportable diseases, in accordance with IDPH regulation and recommendations will be excluded from the program. Any child suspected of having COVID-19 shall be excluded from the center until written documentation is provided by the child's physician that the child is no longer communicable and may return to the preschool. After completing 14 days in quarantine, asymptomatic contacts may return to school/day care.

If the contact becomes symptomatic during quarantine, they would be managed as a probable case (if not tested) or a confirmed case (if they test positive).

Probable and confirmed cases must complete 10 days of isolation from the date of first symptom onset, demonstrate resolution of symptoms and be fever-free for 3 days without use of fever-reducing medications before they are allowed to return to school/day care.

#### ***Child or Staff Person Tests Positive for COVID-19 Procedure***

##### **Emergency Communication Plan**

Families and staff must immediately notify the preschool if someone in their house tests positive or if the child has been in close contact with a positive case and the child will be quarantined from school. Families are asked to sign a document acknowledging this guideline. It is available in the E-PACT Registration "Packet."

If any child or staff in the preschool tests positive for COVID-19, the Preschool Supervisor will report the case to DCFS and the Lake County Health Department. Families will be notified of the exposure but the identity of the participant/staff will remain confidential. The children and staff that had direct exposure to the participant/staff will be quarantined for 14 days.

Additionally, the area used by the infected person will be closed. Increased air circulation will be provided. After 24 hours, the room will be cleaned and disinfected. Deerfield Park District will follow additional directives given by the Lake County Health Department.

**If a child becomes sick**

If a child becomes sick while at school, the child will be placed in an isolation room until the child can be picked-up by a parent or guardian. The Preschool Director/Supervisor will walk the child out to their parent along with his/her bagged belongings. The isolation room will be cleaned and disinfected after 24 hours. The children will be moved to a clean and disinfected room the following day. Staff that show signs of illness will be sent home and substitute staff will be provided.

**2. Increased Signage**

Signage will be posted outside of all entrances restricting entry to anyone with symptoms of illness/respiratory infection. Also posted will be signage indicating the use of face coverings in the facility and ways to prevent the spread of germs with a focus on handwashing.

**3. Personal Protective Equipment (PPE) Operation Plan**

- The supply of PPEs will be maintained and monitored by the Preschool Supervisor. This includes face coverings, face shields, non-permeable gloves, and hand sanitizer.
- The Preschool Supervisor will reorder supplies as needed.
- The PPE will be available in each classroom with extra available in the Preschool Office. Inventory will be conducted daily to reorder in a timely fashion.
- Staff will be trained on where the PPE is stored.
- Staff will be trained on best practices for wearing face coverings and other PPE. The Preschool will follow local and state guidelines to ensure compliance with health and safety orders. As determined, all staff and children will wear a face covering at arrival and dismissal, when indoors (except children when they are eating), or when physical distance cannot be achieved outdoors.

**4. Drop-off and Pick-up Procedures**

Our new procedure for drop-off and pick-up is designed to ensure everyone in our center stays safe and healthy. Parents can choose either curbside drop-off/pick-up or park and walk to the entrance with their child. All staff, parents, and children must be masked during drop-off and pick-up. For drop-off, in both scenarios, a staff member will conduct a quick health screening. Each parent will already have filled out and signed a paper or electronic assessment. Upon arrival, the form will be handed to the staff member to review, and the child's temperature will be taken using a contactless thermometer and recorded at the top of the screening. If the child's temperature is above 100.4 degrees, he/she will not be permitted into the preschool. If the child is below 100.4, a designated teacher will walk them to the preschool entrance to sanitize their hands before they enter the classroom. At pick-up, the parents can choose curbside pick-up or park and walk. The children will remain with their pod until their

parent arrives. A designated staff will walk the child out to the parent. We are using an electronic check-in/check-out system this year. Parents, guardians, and non-essential visitors are not permitted into the classrooms until further notice.

## **5. Daily Health and Temperature Checks for Staff**

Staff must comply with the same Health Screening questions as the children. If they answer, ‘Yes,’ to any question, they are not permitted to enter the building. Their temperatures will be taken and recorded daily. If they feel ill during the day, they will be sent home and the sick protocol would be activated.

## **6. Enhanced Staff Plan and Classes**

### **a. Staffing**

- Preschool will continue to follow the requirements of DCFS’s Qualifications of Lead Early Childhood Teachers.
- Staff are trained on the Emergency Amendments of DCFS, IDPH, and the CDC guidelines for COVID-19.

### **b. Classrooms and Groupings**

- Preschool will follow the maximum group sizes in accordance with the CDC and IDPH guidelines:
  - Two year olds- maximum of 12 children per group with two staff
  - 3-5 year olds- maximum of 15 children per group with two staff
  - 50 square feet per child will be maintained.
- The staff members will remain with the same group of children throughout the day.
- Preschool will maintain stable groups of children and they will not be interchanged or mixed.

## **7. Environmental Safety**

### **Intensifying cleaning and disinfection efforts**

- Deerfield Park District will follow National Health and Safety Performance Standards. There will be a routine schedule for cleaning, sanitizing, and disinfecting. There will be a checklist adopted to meet the school’s needs.
- The administrative staff will routinely clean high touch areas in our common areas on an hourly basis. This includes but is not limited to doors, light switches, and counter tops.
- The teachers will routinely clean bathrooms and high touch points on an hourly basis. This includes but is not limited to doorknobs, light switches, classroom and bathroom sink handles, and toilet flushers. Counter tops, tables, and chairs will be sanitized after use. Toys and cubbies will be disinfected daily.
- Stuffed animals will be removed from the rooms.
- Staff will be mindful of items more likely to be placed in a child’s mouth, like play food, dishes, and utensils. Anything placed in a child’s mouth will be pulled from the play area until it can be disinfected.

- A bleach solution of four teaspoons per quart of water will be used for cleaning and disinfection. The solution will be left on the surfaces for at least one minute. All cleaning products will remain out of reach of children.

#### **8. Healthy Hand Hygiene Behavior**

All children and staff will continue to engage in hand hygiene consistently throughout the day as recommended by DCFS, CDC, and IDPH. With COVID-19, these efforts will be intensified throughout the day. Staff shall clean their hands before and after contact with individuals and after contact with contaminated surfaces or equipment. Non-permeable gloves are provided to staff but are not a substitute for proper hand washing. Staff will wash their hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based sanitizer with at least 60% alcohol can be used. Sanitizer is placed in the common area and at the entrance of every classroom. Staff will assist children with hand-washing ensuring all safety measures are in place.

#### **9. Social Distancing**

Physical distancing will be promoted and practiced throughout the day. Dividing classroom space and using designated spaces will be encouraged. Children will have their own supply boxes to reduce the amount of shared supplies and reduce crowding around supplies. Children will be spaced six feet apart as much as possible. There will be no overlap between classes. If a floater is used, she will only be used between two classes and will use a smock or large shirt to cover herself and change between rooms. We staggered our arrival and dismissal times to allow for more distancing.