



# **COVID-19 Plan 2021-2022**

- I. Staffing Guidelines**
- II. Daily Student Health**
- III. COVID-19 Health Requirements**
- IV. Reporting Procedures**
- V. Face Coverings**
- VI. Social Distancing Consideration**
- VII. Sanitation Procedures**
- VIII. Additional Classroom Procedures**
- IX. Closure Plan**

## **Disclaimer:**

The Wee Disciples Preschool COVID-19 Plan 2021-2022 was approved on April 30, 2021 by the Trinity Lutheran Church Wee Disciples Preschool Committee. The COVID-19 Plan 2021-22 was updated and approved on August 12, 2021

Throughout the time of COVID-19 restrictions, this plan takes precedence over some of the information and policies stated in the Wee Disciples Preschool Parent Handbook for the 2021-22 school year. When COVID-19 restrictions are removed, then the current Parent Handbook policies and procedures will be reinstated.

This plan, the policies, and procedures, are subject to change, in writing, according to any state or federal laws/guidelines or as deemed appropriate by the Wee Disciples Preschool Committee.

# **I. STAFFING GUIDELINES**

## **ARRIVAL:**

1. Staff must self-verify that they are free of COVID-19 symptoms prior to arrival at school. Any staff exhibiting symptoms of COVID-19, should call in sick and refer to a medical provider for evaluation, treatment, and information.
2. Staff must wear a face covering upon arrival and throughout the class session.
3. Staff must wash hands at arrival and continue to follow handwashing procedures throughout the class session.

## **DURING CLASS SESSIONS:**

1. Staff will check for fever if they begin to feel ill during the workday.
2. Staff will prepare a CDC approved bleach solution daily to sanitize surfaces throughout the class session (4 tsp. bleach / 1-quart room temperature water or 1 TBS bleach / 1-gallon room temperature water). All surfaces (doorknobs, tables, shelves, sinks, trash cans etc....) and toys will be sanitized as needed. Any toy in a child's mouth will be removed and placed in an area to be cleaned/sanitized.
3. Alcohol based hand sanitizers will also be available for staff use throughout the day when handwashing is not feasible. Hand Sanitizer will be placed out of reach of children.
4. Staff will encourage and plan for social distancing of children whenever possible.

## **DEPARTURE:**

1. Each staff member is responsible for sanitizing own face coverings.
2. Staff will work together to clean and sanitize toys and surfaces at the end of each class session.

## **STAFF SUBSTITUTION**

Should a staff member begin showing the following symptoms, they must contact the director as soon as possible, as is normal policy.

Fever or chills

Unusual Cough

Shortness of breath or difficulty breathing

Unusual Fatigue

Unusual Muscle or body aches

Unusual Headache

New loss of taste or smell

Unusual Sore throat

Unusual Congestion or runny nose

Nausea or vomiting

Diarrhea

If a staff member calls in sick, or becomes ill during the day, substitutes will be called to replace the absent staff.

If the staff member is reporting that they began showing the above symptoms, they must go to a COVID-19 testing facility for testing and be self-quarantined per CDC and Public Health recommendation before returning. A staff member can return upon proof of a negative test result immediately.

If a staff member tests positive for COVID-19, the class must quarantine as directed by Public Health before returning to school. The staff member must self-quarantine as directed by Public Health and must submit a physician note to return to work.

## II. DAILY STUDENT HEALTH

Each day staff will ask the parent if his/her child is experiencing any of the following:

Fever or chills

Unusual Cough

Shortness of breath or difficulty breathing

Unusual Fatigue

Unusual Muscle or body aches

Unusual Headache

New loss of taste or smell

Unusual Sore throat

Unusual Congestion or runny nose

Nausea or vomiting

Diarrhea

If the child has a fever of 100.4 degrees, the child may return to school after being fever free for 24 hours without the use of fever reducing medication and without exhibiting additional symptoms.

If the parent answers yes to the above symptoms, the child will not be able to enter the building.

Parents are responsible for monitoring symptoms of COVID-19 for their child(ren) while away from preschool. If a child presents with any symptoms, please keep the child at home to ensure safety of the Wee Disciples Preschool family.

- Notify the director if a child experiences any symptoms for COVID-19.
- Notify the director if someone in the home tests positive or if the child has been in close contact (within 6 feet for greater than 15 minutes) with a positive case or a person suspected of COVID-19.

### **III. COVID-19 HEALTH REQUIREMENTS**

Staff and children shall have on file a current Health Physical as required by employment and enrollment policies. Health physicals must be submitted within 60 days of enrollment.

#### **Isolation for Children and Staff**

If during the day a child becomes ill, or begins showing the following symptoms, they will be excluded from class and moved to the isolation room (located in hallway outside the preschool classroom, next to janitor closet/preschool supply room) supervised by a staff member until they can be picked up by a parent/guardian from the facility.

- Fever or chills
- Unusual Cough
- Shortness of breath or difficulty breathing
- Unusual Fatigue
- Unusual Muscle or body aches
- Unusual Headache
- New loss of taste or smell
- Unusual Sore throat
- Unusual Congestion or runny nose
- Nausea or vomiting
- Diarrhea

\*\*If the child shows the above symptoms, they must be taken to a COVID-19 testing facility for testing, and/or be self-quarantined per CDC and Public Health recommendation before returning to school. A child can return upon proof of a negative test result immediately.

\*\*If during the day a staff member becomes ill, or begins showing the above symptoms, they will be sent home as soon as a substitute is in place. During that period, the staff member must distance themselves from the children or staff as much as possible and wear a mask. If the staff member shows the above symptoms, they must go to a COVID-19 testing facility for testing and must self-quarantine per CDC recommendations. A staff member can return upon proof of a negative test result immediately.

#### **Health Exclusion**

Wee Disciples Preschool will follow Public Health recommendations and guidelines for deciding when a child/staff may return to school/work after a positive COVID-19 test. Before returning to school, the child or staff with a positive test result must provide a note from a physician or Public Health stating he or she is no longer communicable.

Any child or staff with close contact (within 6 feet for greater than 15 minutes) to a person suspected of or diagnosed with COVID-19 shall be excluded from the school and monitored for symptoms as directed by Public Health guidelines. If symptoms develop, the child or staff should be evaluated and tested for COVID-19. If the person suspected of COVID-19 tests negative, the child or staff with close contact to that person can return to school immediately.

## IV. REPORTING PROCEDURES

Should a confirmed case of COVID-19 be reported to Wee Disciples Preschool, the director will collect all the information and immediately contact:

Department of Children and Family Services at [DPH.SICK@ILLINOIS.GOV](mailto:DPH.SICK@ILLINOIS.GOV), 800-232-3798 or 217-524-2029

Champaign County Public Health Department at 217-239-7877

The Director will be responsible for notifying parents/guardians and staff of a confirmed case immediately, while maintaining privacy. Notifications may be in person, text message, phone call, email, or print form.

The Director will be responsible for sharing contact tracing with local, state, and federal authorities, as permitted, or required by law.

Wee Disciples Preschool will abide by any orders or recommendations by local, state, and federal authorities to close the facility as prescribed by those authorities.

## **V. SOCIAL DISTANCING**

Only students, family, and staff will be allowed to enter the Wee Disciples Preschool classroom during the class session.

Signage will be posted to limit the use of the Wee Disciples Preschool entrance door and hallway leading to the classroom to staff, students, and families only while class is in session.

Each student will remain in the classroom (or playground) throughout the class session unless symptoms arise that require student removal to the isolation room located near the classroom.

Staff should adhere to social distancing recommendations always. Social distancing will be encouraged throughout the class session:

- Student floor rugs/space will be appropriately distanced during group times.
- Plexiglass partitions will be used on tables.
- The number of chairs around tables will be reduced and spaced.
- Only a designated number of children will be allowed to play in each learning center (housekeeping, blocks, science center, etc.).
- Classroom arrangement will reduce the number of learning centers and toys.

Throughout the class session if a toy used becomes unsanitary, it will be placed in a bin for cleaning/disinfecting.

Parents/guardians should practice social distancing recommendations when dropping off/picking up their child.

## **VI. FACE COVERINGS**

As per State of Illinois Executive order, Public Health, DCFS, and CDC guidelines, any persons over the age of 2 are required to wear a face covering when entering and inside the facility unless medically unable to do so. A physician note is required for students and staff who are not able to wear a face covering.

Face coverings are defined as commercially available masks, homemade masks that cover the mouth and nose.

Face coverings must always be worn by staff properly while in the facility and by children when practicable and tolerable. Face coverings must be worn by children when arriving to preschool, in the hallway outside the classroom, and in the classroom when practical and tolerable.

Face coverings will be removed for snack time, when not practicable or tolerable, and during outside play. A student face covering may be changed if it becomes soiled or saturated.

Staff are required to maintain their face coverings in good order, and changed during class if their face covering become soiled or saturated.

Every day, parents/guardians are required to provide a clean face covering for their child (please label face covering with the child's name). An extra face covering must be provided to be kept at school in an individual plastic bag in case needed. Face coverings used by children during the day will be sent home with the parent/guardian when the child is picked up. The face covering must be cleaned or disposed of by the parent.

Parents/guardians are to wear face coverings when dropping off or picking up children from Wee Disciples Preschool.



## VII. SANITATION PROCEDURES

Wee Disciples Preschool will follow CDC recommended guidelines for cleaning and sanitizing for SARS-CoV-2 using EPA recommended cleaners and disinfectants at recommended concentrations and dilutions, for the recommended length of time.

Staff will clean and sanitize toys and surfaces as needed throughout the class session and after the class session.

After hours, a professional cleaning service will clean all areas utilized by Wee Disciples Preschool also following recommended guidelines.

### **PPE Plan:**

- Wee Disciples has masks on site for staff. Each staff member is responsible for sanitizing face coverings before wearing the next day.
- Each family must provide face coverings for their child each day and is responsible for face covering sanitation or disposal.
- Wee Disciples has 50 additional disposable face masks on site. These masks will be thrown away and replaced when compromised.
- Wee Disciples will maintain a supply of non-latex gloves for staff to wear during routine bathroom assistance, wound care, sanitation, and food service.
- Wee Disciples has 2 boxes of gloves with 100 gloves/box stored in the supply closet. The classroom has an extra box of gloves stored in the supply cabinet above the sink.
- Bleach and spray bottles are in the classroom for disinfecting. Extra bleach and extra bottles are stored in the classroom supply cabinet.

## **VIII. ADDITIONAL CLASSROOM PROCEDURES**

- Wee Disciples Preschool will follow guidelines for number of students in the class.
- Water tables and sensory tables will be used with extra guidelines such as requiring handwashing or hand sanitizer prior to use of table.
- Playdough/Legos/etc. will be divided into individual portions and placed in a sealable plastic bag with the child's name on each bag.
- Each child will have a plastic pencil box labeled with the child's name and placed in the child's cubbie. Each box will contain a pencil, crayons, markers, glue stick, and safety scissors for child's individual use throughout the day.
- The computer center will be removed from the classroom until further notice.
- The book corner will contain only a limited number of library books that will be rotated.
- No dress up clothes or pillows in the classroom.
- Book Buddy bag check-out will be reduced to once a month.
- Guess and Share and Homework will be suspended until further notice.
- No toys or food from home will be allowed to enter the classroom.
- Only staff, students, and immediate family will be allowed to enter the classroom.
- Handwashing will be scheduled at the start of class, before snack, before outside play time and as needed throughout the class session.
- No Reading Buddy Time until further notice.
- No Field Trips will be planned until further notice.
- Anyone entering the classroom must wear a face covering and sanitize/wash his/her hands.

### **Daily Schedule Changes**

8:30 Arrival/Handwashing  
8:50 Opening Large Group—student individual carpets appropriately distanced  
9:10 Table Time--Art/journal/Fine Motor Activities: Students sit at designated table  
9:45 Free Choice—Center exploration/rotation—limit number of students per center  
10:15 Bible Time & Handwashing/Snack  
10:45 Story—Student appropriately distanced using individual student carpet squares  
10:55 Music—Spaced/appropriately distanced throughout the classroom  
11:05 Hand Sanitizer prior to Outside Play in playground area  
11:30 Departure from playground as parents arrived

## **Drop off and Pick up Procedures**

**The Wee Disciples Curbside Drop-Off and Pick-Up Line Procedures will be in effect for all Wee Disciples families until further notice.**

**Curbside Drop-Off Line:** Staff will come to your car to collect your child. A parent will be asked to sign the child in on a sign-in sheet **using their own pen** and to share symptom information. Then the child will be directed into the building. The curbside drop-off begins at 8:30 am and lasts until 8:45 am.

Once each child is signed-in by a parent, he/she will proceed to the building door. Each child will be given hand sanitizer

**Curbside Pick-Up Line:** Pick-up begins at 11:30 am. A staff member will collect your child and walk them to your car from the playground gate. A parent will be asked to sign the child out on a sign-in/out sheet **using their own pen** and will need to help the child into their vehicle.

**Late Drop-Off/Early Pick-Up Procedures:** If a parent arrives after 8:45 am or needs to retrieve their child early, please call or text the director at 217-778-5206. A staff member will collect the child from the classroom door at drop off or take them to the parked car or classroom door for pick-up. The parent will be asked to sign the child in/out for the day.

When picking up a sick child, a parent may come into the building to collect their child. Parents are to wear face coverings in the facility and sanitize hands as they enter the building. Staff will direct the parent to the isolation room to collect their child.

**Walking to School:** Walking families may line up/wait along the fence and playground until staff arrive to collect the child at drop off time or bring the child to the parent at pick up time.

## **IX. CLOSURE PLAN**

If we are required to close Wee Disciples Preschool as mandated by Public Health because of a COVID-19 exposure/quarantine the following remote learning plan will be implemented.

1. A daily student activity/lesson will be emailed to parents.
2. Zoom Chats will be offered to families for the teacher to stay connected with each student and family.
3. Zoom Class Meetings will be planned/provided each day by the teacher.
4. Tuition charged at 1/2 the rate. If tuition has been prepaid, a refund will be given back to the family.

If we are required to close Wee Disciples Preschool as mandated by the state/federal law for an extended period, then the closure plan will be revisited.