



Considerations & Steps for Reopening; Effective September 8, 2020

General Guidelines for Reopening

Child care programs that are during the COVID-19 pandemic should address the following additional considerations. Specifics for each category are further defined throughout this document. At A360, we commit to the following:

- * Implement [social distancing strategies](#)
- * Intensify [cleaning and disinfection efforts](#)
- * Modify [drop off and pick up procedures](#)
- * Maintain an adequate ratio of staff to children to ensure safety.

TRANSITIONING FROM HOME: *PRIOR TO ENTRY TO REDUCE RISK OF EXPOSURE AND TRANSMISSION* Drop-Off, Arrival and Pick-Up

Staff Conducting Health Safety Checks (7:30-7:50a):

- Staff, members of the Leadership Team, who are working health check-in stations will arrive at 7:30am to set up. They will check each other's temperatures and fill out the survey for themselves upon arriving. They will use hand sanitizer and/or wash hands.
- Staff will then set up materials for student check in: sandwich board, etc.
- After check-in of all staff and families, HC Staff will disinfect and sanitize tables and materials. They will then put items away until next day.

General Staff Check-In (7:50-8:00a)

- Step #1: All staff will arrive with masks on between 7:30-7:50am unless they have a different arrangement with the School Director.
- Step #3: The Health Safety Check Staff will take temperatures and conduct health surveys. HSC Staff will document results. They will ask staff to leave if they have any symptoms, so you should stay home if you have any symptoms or if you have a fever.
- Step #4: Staff member will wash or sanitize hands.
- Step #5: Staff member will put on gloves and apron before their students staggered drop off time.

Arrival of Children (Room 108: 8-8:15a / Room 107 8:15-8:30a / Room 109 8:30-8:45a)

- Check-in for Children
 - Step #1: All children will arrive during their designated time unless they have a different arrangement with the School Director.
 - Step #2: Families will wait at designated stands spots outside the building for their turn to ensure social distancing. Overflow will wait in the car until a spot is available.
 - Step #3: Staff (in mask, gloves, smock) with table outside to greet children and their caregiver outside as they arrive.
 - Step #4: ECE or Leadership Team staff will conduct Health Safety Check survey and screen prior to collecting child. Any child who does not pass health check will be sent home. Staff will input temperature and a check to indicate the child has passed screening.
 - Step #5: Staff will accompany child inside the building; students will be masked at all times except when they eat, during outside time, and during nap.
 - Step #6: Staff will check in child and oversee handwashing to ensure they are done correctly.
 - Step #7: Staff will help child wash or sanitize hands.
 - **Note: families that are late for their window will need to wait till 8:45a when all classes are inside. They will have to drop off with the front office and will **not** take their child in. Please limit the amount of early sign outs of your children; please call the front office in advance at (303) 574-1360. .**

Encourage Home Screenings

- * Have families and staff monitor themselves for symptoms and check temperatures before leaving their home. If symptoms (fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea) or temperature >100.4° F are present do not come into facility.
- * Have families and staff report daily whether they have household contacts with COVID-19 symptoms (as listed on the Health Check-In Survey), or have given children medicine to lower temperature. If so, do not admit child into school.
- * Persons who have a fever of temperature >100.4° F are present do not or above or other signs of illness will not be admitted to the facility. Families will be encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
- * Members of the ECE team will screen children upon arrival.
Screening Methods Being Considered: There are several methods that facilities can use to protect their workers while conducting temperature screenings. The most protective methods incorporate social distancing (maintaining a distance of 6 feet from others) or physical barriers to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

ONSITE: REDUCE RISK FOR TRANSMISSION WITHIN FACILITIES

Onsite Procedures

- * Signs: post signs on door
 - * Post sign that no one may enter unless screened first.
 - * Listing screening procedures and symptoms.
 - * Notice that no volunteers, parents or visitors will be allowed into the facility. Essential personnel may enter after being screened, washing hands and applying protective gear.
- * **Limit personnel: No volunteers, parents, family members or visitors will be allowed beyond the lobby.**
- * Sign-In: Staff will sign in children/families and essential personnel (therapists, healthcare providers, repair specialists, etc.)
- * Staff will walk children back to classrooms.
- * Staff must wear masks at all times. They may remove masks on breaks in offices or lounge where they are alone.

Social Distancing

General Social Distancing - Including, but not limited to:

- * Personnel: Recommendations
 - Bring back staff who are not at higher risk and who are healthy;
 - Offer option for staff who do not currently have child or adult caregivers at home for family members.
- * Cancel or postpone special events such as festivals, holiday events, and special performances.
- * Stagger arrival and drop off times.
- * Have staff meet children outside the facility and escort them in.
- * Limit direct contact between parents and staff members and adhere to social distancing recommendations.
- * Breaks:
 - Classrooms must be self-sustaining. This means that classrooms need to break themselves or utilize Coach Marvin outside to break.
 - Lunch breaks will be 30 minutes allowing for less people breaking at a time.
 - Please be conscious of congregating in the teachers' lounge and limit use to one person at a time.

Classroom Protocols

Staff Protection

- Staff will wear masks in classrooms and common areas at all times.
- Staff will wear smocks at all times. Both masks and smocks should be cleaned daily.

Meals: DPS is preparing meals as self-serve. There will be no family style dining. The school is unable to heat or store lunch bags, so please be sure it has an ice pack and does not need to be microwaved.

Physical Environment

- Materials
 - Students will have their own sets of materials.

- We need a minimal approach, this will allow us to frequently swap material to maintain disinfecting requirements.
- All material must be non-porous.
- Provide each room with a bin or bucket to put contaminated material in immediately.
- Sensorial play, such as water or sand, cannot be done as usual. If children are needing this, we can provide individual bins that can be disinfected when finished.
- **Space and Distance**
 - The rooms will be rearranged to allow for more space between materials and tables.
 - As much as possible children need to maintain distance – will use hula hops as visual aids.
 - In the classroom, staff will try to keep distance. This will interfere with care of children.
 - Classrooms may not mix, keep each group of children in a separate room.
 - Do not have children wait in lines. If necessary, use sit spots.
 - Stagger playground times.
 - Limit sharing of objects.
 - Keep groups separate for special activities such as art, music, and exercising.
 - At nap time, ensure that children’s naptime mats spaced out 6 feet apart and place children head to toe in order to further reduce the potential for viral spread. May sure masks are OFF.
- **Playground**
 - Groups of children may not share playground.
 - The schedule will be redone so that one class is out at a time.
 - The playground needs sanitized between groups.

Clean and Disinfect

Including, but not limited to:

Intensify cleaning and disinfection efforts in physical spaces.

- Have cleaning crew in 2 days prior to staff returning to do a deep clean and disinfect.
- Have cleaning crew in daily M-F; we will have two people cleaning the facility daily. Currently, they have a schedule that includes cleaning bathrooms/high touch surfaces, every two hours.
- Have a specialized cleaning crew complete one additional deep clean and disinfection each week.
- Develop schedule for and have classroom staff routinely clean, sanitize and disinfect surfaces and objects that are frequently touched (materials, toys, games, doorknobs, light switches, classroom sink handles, countertops, nap pads, desks, chairs, and cubbies).

Staff will clean and sanitize material, toys and games regularly.

- Toys that cannot be cleaned and sanitized will not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned.
- Toys will not be shared with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- 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.
- Outdoor play areas and equipment should be cleaned before the next classroom has their outside time.

Staff will clean and disinfect bedding regularly.

- Only bedding (sheets, pillows, blankets, sleeping bags) that can be washed will be used.
- Each child’s bedding will be separate, and stored in individually labeled bins, cubbies, or bags.
- Mats will be labeled for each child.
- Bedding that touches a child’s skin should be cleaned weekly.

Healthy Hand Hygiene Behavior

- All children and staff must 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;

- Before and after administering medication or medical ointment;
- After using the toilet or helping a child after they use bathroom;
- After naptime;
- After coming in contact with bodily fluid;
- After playing outdoors;
- After handling garbage;
- After assisting children with handwashing, staff should also wash their hands.

Food Preparation and Meal Service

- Staff must wear gloves when prepping/serving food.
- Staff should ensure children wash hands prior to and immediately after eating.
- Staff should wash their hands before preparing food and after helping children to eat.

End of Day Procedures

Health and Sanitation:

I. Definitions

- A. **Clean** means to be free of dust and debris or to remove dirt and debris by vacuuming or scrubbing and washing with soap and water.
- B. **Sanitizing** is not as strong as disinfecting, but still removes many pathogens, but is safe to use on surfaces used for food preparation. If using bleach, the concentration should be 50-200 ppm.
- C. **Disinfect** means to eliminate most or all pathogens. This is generally accomplished in these settings by the use of liquid chemical solutions such as a mixture of household bleach and water. Disinfectants effective against COVID-19 can be found [here](#). ***This is the solution you would normally use on your diaper table or for body fluids. To prevent the spread of COVID-19 the health department is asking that you use this solution on other surfaces as well.***

II. Procedures

- A. **Clean** and **sanitize** individual water bottles or cups and/or bulk water containers. Individual water bottles may also be sent home with the child at the end of the day for washing.
- B. **Clean** and **disinfect** tables, toys and other classroom materials such as book shelves. If the disinfectant used is labeled a cleaner-disinfectant then it is not required to wash and rinse the surfaces first unless the surfaces are visibly dirty.
 1. If using bleach, follow the instructions on the label for disinfecting. For other disinfecting products, follow the instructions on the label. Be sure to allow the solution to remain wet on the surface for the time listed on the label. Instructions for bleach solution can be found on page 22-23 of the ECE Handbook.
 2. **Rinse tables and toys that may be placed in a child's mouth with water after the disinfectant has been on the surface for the amount of time listed on the product label.**
- C. **Clean** and **disinfect** commonly touched surfaces including but not limited to light switches, door handles and hand contact surfaces in bathrooms and on sinks.
 1. These surfaces should also be cleaned and disinfected throughout the day.

All other surfaces should be **cleaned** and **sanitized** or **disinfected** as required by the [Rules and Regulations Governing the Health and Sanitation of Child Care Facilities in the State of Colorado](#).